

CONFERENCE ROOM RENTAL INFORMATION & AGREEMENT FORM

Samueli Institute for Information Biology

Samueli Institute provides meeting space for all businesses including nonprofits. The rooms are available for rental Monday through Friday during Samueli Institute's business hours (9:00 am to 5:00 pm). The conference rooms are not available for rental on Federal Holidays.

Location, Parking & Metro

Samueli Institute is located at 1737 King Street, Suite 600, Alexandria, VA 22314 and is conveniently located one block from the King Street Metro Station (Yellow & Blue Lines exit King Street). Underground parking is available through Towne Park at standard commercial rates. The entrance to the garage is on King Street.

The Meeting Organization may request in advance the amount of validated parking stickers they would like to purchase for their meeting participants. Samueli Institute will incorporate parking fees (in addition to the conference room rental fees) into the total cost amount. Parking stickers will be distributed directly to the meeting organization representative on the day of the proposed meeting. The Meeting Organization representative is responsible for distributing parking stickers to each participant.

Meeting Facilities and Rates

The Board Room accommodates up to 20 individuals seated at the table, and up to 30 individuals total, U-Shape style. The Executive Room accommodates up to 10 individuals seated at the table, and up to 15 individuals total, roundtable style. The Training Room is available for up to 40 individuals, classroom style or around round tables. The Training Room has the capability to be divided into two separate rooms to accommodate two classroom sessions simultaneously.

NOTE: These numbers are approximate maximum seating. Interested parties should visit Samueli Institute prior to making reservations.

Room rental rates are calculated on an hourly or daily basis. Please see the following tables below for estimated pricing. **(Approximate pricing only)**

Non-Profit Rates

Meeting Facility	Non-Profit Rate Per Hour	Non-Profit Rate Per Day	Non-Profit Security Deposit
Board Room	\$100/hour	\$500/day	\$225
Training Room	\$100/hour	\$500/day	\$225
Executive Room	\$75/hour	\$300/day	\$140

Corporate Rates

Meeting Facility	Business Rate Per Hour	Business Rate Per Day	Business Security Deposit
Board Room	\$150/hour	\$650/day	\$300
Training Room	\$150/hour	\$650/day	\$300
Executive Room	\$95/hour	\$450/day	\$175

Depending upon the room selected:

- Chairs may be set-up along the perimeter of the room to provide additional seating.
- Tables may be set-up along the perimeter of the room to provide space for food, drinks, meeting materials, etc.
- Additional tables can be set-up immediately outside the meeting room, if necessary, to accommodate registration and/or meeting materials at an additional cost.
- IT and audio/visual services may be available for an additional fee.

** All meeting rooms are well-lit and most have plenty of natural daylight with views of Old Town Alexandria.*

Reserving Meeting Space

Please complete the following forms e-mail them to the Samuelli Institute meetings@siib.org. If your request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment has been made and the Meeting Organization has received written confirmation of the reservation from Samuelli Institute staff.

Payment

Samuelli Institute accepts business checks as payment. All room rentals must be finalized and paid in full 10 business days before the scheduled event date.

Confirmation & Cancellation Policies

Once the completed application and security deposit are received, Samueli Institute staff will confirm the reservation in writing via email.

Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes three (3) business days for cancellations for all meeting facilities reserved. If adequate notice is not provided, the full security deposit will be forfeited.

Act of God: If a cancellation is due to an Act of God, including extreme weather conditions (hurricane, flood, snow storm, and earthquake), the Meeting Organization will receive a full refund.

Force Majeure: No Party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including Government restrictions (including the denial or cancellation of any export or other necessary license), wars, terrorist acts, insurrections and/or any other cause beyond the reasonable control of the Party whose performance is affected. Should Meeting Organization's event be cancelled, postponed or otherwise adversely impacted as a result of a *force majeure* event, there shall be no refunds for payments already received by Samueli Institute, but Samueli Institute will use all reasonable efforts to work with Meeting Organization to produce the event at a later date if necessary, subject to Samueli Institute's availability. Additional fees may be incurred and due to Samueli Institute as a result of a rescheduled event.

Building Closures/Delays: Samueli Institute adheres to the guidance, as reported on local news stations, of the federal government. If the federal government offices are closed, the Institute will be closed. The Institute will also follow the guidance of the federal government during inclement weather for delayed opening times and early closing times.

Certificate of Insurance: Samueli Institute requires all Meeting Organizations to provide a valid Certificate of Insurance for liability purposes. In the event of an incident to the Meeting Organization's participants or damage to any of Samueli Institute's property, the Meeting Organization will be insured for such said damages.

The Meeting Organization's Certificate of Insurance shall include the following:

Workman's Comp: Injury by accident: \$1,000,000 each accident.

Injury by disease: \$1,000,000 policy limit. Injury by disease: \$1,000,000 each employee.

General Liability: General aggregate: \$5,000,000. Per occurrence: \$5,000,000

Disclaimers: If the Meeting Organization decides to utilize the parking garage, Samueli Institute will not be held responsible in the event of damage or theft to vehicles belonging to Meeting Organization's representatives and participants. Samueli Institute will not be held responsible in the event there is damage in any conference room including use of equipment.

Samueli Institute reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies are effective January 2015.

CONDITIONS FOR RENTAL AGREEMENT FORM

The following rules govern use of meeting space in Samueli Institute. Meeting Organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- Samueli Institute meeting facilities are equipped with tables and chairs. There is room and flexibility for the use of additional chairs at an additional cost and provided they do not overcrowd the rooms.
- There is a standard setup for each room. If the Meeting Organization prefers a different configuration of the room, there will be an additional fee for this service. The Meeting Organization is responsible for returning the room to the same condition it was in prior to the Meeting Organization's event. This includes returning tables and chairs to pre-event order and proper disposal of trash & recyclables.
- Samueli Institute's meeting facilities are located within the Institute's suite on a private floor. Meeting activity for all meeting participants is restricted to the rented conference room area, catering setup area and restrooms only. Meeting materials may not be set up in the hallway, and meeting participants may not congregate in the hallway. The Meeting Organization is responsible for communicating this to its meeting participants.
- Each meeting organization must provide appropriate signage signifying to their participants the location, date and time of their meeting. The signage will be placed in the lobby.
- Food and non-alcoholic beverages are allowed. Meeting Organizations must sign for delivery of their catering orders and can request assistance to help with set up for an additional fee. Samueli Institute will not place orders with caterers but will provide a list of local caterers, if needed, to the Meeting Organization.
- Use of phones, desks or other items in the offices of Samueli Institute staff and its sub-tenants is prohibited.
- Samueli Institute requests that each Meeting Organization designate one person to handle all communications and transactions with Samueli Institute. That designated person must be on-site throughout the rental period.
- Samueli Institute reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.

Signature: Organization & Contact

Date

Signature: Samueli Institute Contact

Date

RENTAL DATE(S): _____ **Start Time:** _____ **End Time:** _____

Renting Organization: _____

Contact Name, Phone and Email: _____

RENTAL RATES:

Nonprofit Organization Rate

Board Room	_____ Hours	x \$100 per Hour =	_____ OR	\$500/day
Training Room	_____ Hours	x \$100 per Hour =	_____ OR	\$500/day
Executive Room	_____ Hours	x \$ 75 per Hour=	_____ OR	\$300/day

Corporate/Business Rates

Board Room	_____ Hours	x \$150 per Hour =	_____ OR	\$650/day
Training Room	_____ Hours	x \$150 per Hour =	_____ OR	\$650/day
Executive Room	_____ Hours	x \$ 95 per Hour=	_____ OR	\$450/day

PARKING ACCOMMODATIONS:

Parking Accommodations Yes or No?

Number of Parking Stickers requested: _____

Cost per Parking Sticker: \$14.00 x _____ = \$ _____

Please sign and return and the **Conditions for Rental Form** with your payment to confirm your reservation. The Samueli Institute accepts business checks as payment. **All returned checks will be assessed a returned check fee in the amount of \$50.00.**

All room rentals must be paid for and confirmed one week before the scheduled meeting.

MAIL APPLICATION TO:
Conference Room Rentals
Samueli Institute
1737 King Street Ste. 600
Alexandria, VA 22314
703-299-4800 (office)
meetings@siib.org

**Total Payment Enclosed:
(INCLUDING RENTAL ROOM FEE & PARKING ACCOMMODATIONS)**

= _____

Business Check Enclosed – Make payable to “Samueli Institute for Information Biology”

____ I have received a copy of the agreement governing the rental of space at the Samueli Institute and agree to those conditions. I am authorized to enter into this agreement on behalf of my organization.