

BAY MILLS COMMUNITY COLLEGE

MEETING ROOM AGREEMENT

THIS AGREEMENT is made and entered into on this date by and between the Meeting Room User and Bay Mills Community College (BMCC).

NOW, THEREFORE, in consideration of the mutual promises contained herein, the parties hereto agree as follows:

1. **Schedule and Payment (If Applicable).** User may occupy and use _____ meeting rooms located at _____, Brimley, MI 49715, on the date, time, and at the applicable fee structure, if any, and as stated in the Meeting Room Request.
2. **Use of Premises.** Occupant shall view and tour the meeting rooms and/or facilities and accept the meeting rooms in their present condition and shall not, for any reason permanently change or alter anything within the meeting rooms or facilities. Occupant will not bring any damage to the meeting rooms or facility such as holes, marks, scratches, or various other markings on doors, windows, walls, or fixtures within the facility or meeting rooms. If occupant brings in equipment or furniture to use while utilizing the meeting rooms, it is the occupant's responsibility to remove all equipment used for the function or event immediately. Any equipment or furniture must not interfere in the daily operations of the college. Any equipment and/or furniture left may be subject to a storage fee.
3. **Right to Cancel; Termination of Agreement.** BMCC reserves the right to cancel without penalty or reservation for the use of the meeting rooms up to and including the time of scheduled use, if the space is needed for college purposes. BMCC may also cancel any agreement on the account of any damage to the meeting rooms or property, severe weather conditions, a catastrophic event, or any issue related to the usability and overall safety of the individuals occupying the building.
4. **Indemnity and Damages.** All occupants and individuals attending functions, meetings, gatherings, or events on the BMCC premises agree to take the property 'as is' and assume all responsibilities, risks, losses, damage, injury or death, property damage resulting from occupying the premises and utilizing the facility. This is to include all areas (Building, Parking Lot, and Property Grounds) on the property and not limited to only the meeting rooms. The Occupant agrees that all individual on the agency premises are under direct and complete control of the occupant. The occupant is liable for all damages that may occur during the use of the meeting rooms/facility. Each party agrees to indemnify, defend and hold the other party and that party's officers, directors, board members, and employees harmless from loss, liability, damages, fines, or costs arising from actual or threatened claims.
5. **Use of Meeting Rooms.** The use of any of the meeting rooms is subject to the terms written within this agreement. The use of any of the meeting rooms is also subject to all governmental laws, ordinances, regulations, and all BMCC rules. BMCC rules include but are not limited to:
 - a. **No Alcohol, controlled substances, or electronic cigarette use is permitted on or about the premises.**
 - b. **No admission fees may be charged or collected.**

- c. Highly flammable items such as candles, food warmers, etc. are prohibited.
- d. Absolutely NO gambling or solicitation in any regard is permitted.
- e. The main entrance will be the only entrance permitted for use.
- f. Children may use or occupy meeting rooms only if they are properly supervised by an adult. Children without proper adult supervision will not be allowed usage of the meeting rooms. Children are not allowed to roam the halls of the college at free will.
- g. The occupant must supply and bring their own food and beverages, disposable dishes, cutlery, cups, and napkins, etc.
- h. The refrigerator, stove, microwave oven and other appliances may be used to cool or heat food, but not for extensive beforehand preparations. All appliances must be left in good, clean working order.
- i. Cleaning the kitchen and the meeting rooms is the responsibility of the occupant after use. All dishes, utensils, and appliances must be washed and cleaned accordingly.
- j. The Kitchen and Meeting Room must be left in neat, clean order.
- k. Any and all Garbage or debris should be removed and taken to the college dumpster located in the back corner of the parking lot.
- l. Groups are confined to the rooms that are approved for use. Roaming the building, hallways, or going through offices is not permitted.
- m. BMCC will not assume responsibility or liability for personal property and/or equipment brought onto or left within the property grounds.

6. **Entrance to the property.** A building key will be checked out to occupants that are not direct employees of BMCC but are affiliated with a local entity and are a current governing or Executive ranked individual within a known local entity. The building key will be given to the person occupying the meeting rooms and will then be their responsibility. The key will need to be checked out on a per use basis.

Occupant Name (PRINTED)

Occupant Name (SIGNED)

Occupant Contact Number & Address

Date Signed

BMCC Executive Approval

Date Signed

Date(s) Reserved

Time(s)