

# Workforce Solutions Texoma Room / Equipment Usage Agreement



This agreement is made between *Workforce Solutions Texoma*, and \_\_\_\_\_, hereafter referred to as Customer.

By signing this agreement, Customer agrees to pay Workforce Solutions Texoma all charges indicated below, and to abide by the Terms of Use:

Grayson Workforce Center		Usage Fee		Fannin Workforce Center		Usage Fee	
Room	/ Day	/ Hour	Room	/ Day	/ Hour		
Groff Conference Room *	125.00	25.00	Classroom	50.00	10.00		
Browning Conference Room *	125.00	25.00	Employer Room	25.00	5.00		
Rylander Comp. Lab (w/o comp)	75.00	15.00	Computer Lab *	25.00	5.00		
Rylander Comp. Lab (w/ comp)*	125.00	25.00					
Education PLUS Lab (w/o comp)	75.00	15.00	Cooke Workforce Center		Usage Fee		
Education PLUS Lab (w/ comp)*	125.00	25.00	Room	/ Day	/ Hour		
Gott Bus. Svcs.	25.00	5.00	Classroom	50.00	10.00		
Drake Interview	20.00	5.00	Computer Lab *	25.00	5.00		
Crabtree Interview	20.00	5.00	Employer Room	25.00	5.00		
Workforce Board Office		Usage Fee				Usage Fee	
Room	/ Day	/ Hour	Item	/ Day	/ Hour		
Conference Room *	150.00	30.00	LCD Projector *	50.00	10.00		
			Computer *	25.00	5.00		
			Overhead Projector	25.00	5.00		
			Cleaning Deposit**	150.00	N/A		
			Before/After Hours Security Fee	N/A	25.00		
			Audio System	25.00	5.00		

\* See Technology Usage Terms on Page 3, and *Workforce Solutions Texoma Information and Technology Security Policies for Users Outside the Workforce Solutions Texoma System.*

\*\* See Food & Beverage Terms on Page 2

Room or Other Fees (Describe)	Usage Fee / Day/Hr	# of Days/Hrs	Total Usage Fee
<b>Total of all Fees</b>			

**Terms of Use:**

Special Accommodations / Permissions

- Init.\_\_\_\_ **Room Setup and Furniture Placement:** Rooms are set up to accommodate the normal business needs of Workforce Solutions Texoma. Minor setup variations are the responsibility of the Customer. Rooms must be returned to the original furniture arrangement and left in good clean condition. For special arrangements requiring assistance, there may be an additional setup fee. **All rooms in all Workforce Solutions Texoma Offices are ADA compliant. Moving furniture may violate this compliance.**
- Init.\_\_\_\_ **Note:** *The Browning and Groff Conference Rooms in the Grayson County Center have special tables which are very difficult to move – re-arranging these tables is highly discouraged, and requires prior approval from Workforce Solutions Texoma.*
- Init.\_\_\_\_ **Room Maintenance:** Workforce Solutions Texoma does not permit Customer to affix anything to the walls, ceilings, or floors with nails, staples, push pins, glue, tape or any other means. Customer assumes all financial responsibility for any damage (or additional cleaning needed) as a result of room usage. On inspection by Workforce Solutions Texoma personnel, an additional charge may be billed to Customer by Workforce Solutions Texoma to cover any damage costs.
- Init.\_\_\_\_ **Food & Beverages:** Food and beverages are generally not allowed in the meeting rooms; however, exceptions for box lunches or light finger foods may be made for all-day meetings or special events. Exceptions and menu require prior approval from Workforce Solutions Texoma. A cleaning deposit will be required if food or beverages are approved. Alcohol is not permitted.
- Init.\_\_\_\_ **Supplies:** Supplies, such as flip charts, post-it notes, markers, etc are the responsibility of the Customer.
- Init.\_\_\_\_ **Security:** Workforce Solutions Texoma is not responsible for the loss or damage to any items left unattended anywhere in the building, prior to, during, or after a function. Workforce Solutions Texoma reserves the right to require security be provided for functions at an additional charge. Workforce Solutions Texoma is not responsible for injuries or damages. Normal operating hours for all Workforce Solutions Texoma buildings are 8:00 am – 5:00 pm, Monday – Friday. Use of rooms or equipment outside these normal operating hour is subject to the Before / After Hours Security Fee outlined in the Fee Schedule on page 1.
- Init.\_\_\_\_ **Customer Responsibility:** It is the Customer's responsibility to insure all attendees adhere to guidelines and policies stated herein, and the Customer will be responsible for their actions. Customer assumes responsibility for all injuries and damages and has adequate liability insurance to cover all claims.
- Init.\_\_\_\_ **Damage to Equipment:** Customer is responsible for all cost of repair or replacement of any equipment damaged as a direct result of their misuse, neglect, or negligence. Customer is responsible for learning about proper usage of all equipment prior to use.
- Init.\_\_\_\_ **Signage:** Signs advertising Customer activities are restricted from exterior display at Workforce Solutions Texoma offices.
- Init.\_\_\_\_ **Payment Terms:** Users outside the Workforce Solutions Texoma System are required to pay any and all usage fees at the time the room or equipment is reserved, unless advance approval has been received. Users who plan to use rooms or equipment on a regular or recurring basis may be allowed to use rooms or equipment and be invoiced on a recurring basis subject to advance approval by the Workforce Solutions Texoma Executive Director, or Business Services Manager, and the Workforce Solutions Texoma Chief Financial Officer.
- Init.\_\_\_\_ **Cancellation Policy:** The User will be responsible for all fees associated with the reservation of rooms or equipment unless the reservation is cancelled with the Workforce Solutions Texoma contact listed below at least 2 business days prior to the scheduled date of use. This cancellation policy does not apply to long term agreements.

**Technology Usage:** Workforce Solutions Texoma is committed to making adequate technology available to all Workforce Center customers; however, certain safeguards are necessary to protect the network and these safeguards will be enforced.

Pursuant to Texoma Workforce Board Policy Chapter 9, internet access or installation of any outside software or application in Texoma Workforce Centers requires access to Workforce Solutions Texoma's computer network and prior authorization. In order to ensure access to the network, 24 hours advanced notice is required. No outside computer equipment will be allowed access to the Workforce Solutions Texoma network until it has been tested and certified to be virus free. Virus testing and necessary configuration changes to enable the use of outside equipment in Workforce Solutions Texoma Centers generally take approximately one hour but require *24 hours advance notice*.

Attaching computers to Workforce Solutions Texoma's computer network or projectors, or loading outside software or applications on Workforce Solutions Texoma's network will be done only by Workforce Solutions Texoma personnel and a **Workforce Solutions Texoma Technology Access Request for Users Outside the Workforce Solutions Texoma System must be completed and attached.**

Access to Workforce Solutions Texoma Technology is requested \_\_\_\_\_ is not requested \_\_\_\_\_.

**Customer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Upon receipt of the fees outlined on page 1, Workforce Solutions Texoma will make the indicated room(s) and/or equipment available to the customer

from \_\_\_\_\_ at \_\_\_\_\_ until \_\_\_\_\_ at \_\_\_\_\_  
(date) (time) (date) (time)

I have read and agree to the terms of this Room /Equipment Usage Agreement, and certify I am authorized to sign on behalf of my company.

**Customer Information:**

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please Print)

**Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **e-mail** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Workforce Solutions Texoma Information:**

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Please Print)

**Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **e-mail** \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO:**  
(Payment in full must be made prior to use of room or equipment unless advance approval has been received.)

**Workforce Solutions Texoma**  
**5904 Texoma Parkway**  
**Sherman, TX 75090 (903) 957-7408**