



Training Center Rental Agreement

Sustainable Opportunity Development Center

Company/Organization Information:

Name: _____ Dates needed: _____ to _____
 Mailing Address: _____ City/State: _____ Zip: _____
 POC: _____ Title: _____ Phone: _____
 Email: _____ Event: Training Meeting
 Other _____

Space to be rented:

20% Discount for SOD Members

All spaces have access to Lounge, Kitchenette and Restrooms

- | | | |
|---|--|---|
| <input type="checkbox"/> SOD TRAINING AREA
Capacity 70 w/tables—100 w/chairs only
Price includes use of: 84" Smart Board, 80" 4k Smart TV w/computer access, white board, work stations, Flip chart easel, 2 break-out rooms | HALF DAY (\$175)
<input type="checkbox"/> 8a-12p <input type="checkbox"/> 12p-4p | FULL DAY (\$350)
<input type="checkbox"/> 8a-4p |
| <input type="checkbox"/> CR SMITH, JR. CONFERENCE ROOM
Capacity 20
Price includes use of: 84" Smart Board, 65" 4k Smart TV, white board, Flip chart easel | HALF DAY (\$75)
<input type="checkbox"/> 8a-12p <input type="checkbox"/> 12p-4p | FULL DAY (\$150)
<input type="checkbox"/> 8a-4p |
| <input type="checkbox"/> HOME SAVINGS TRAINING ROOM
Capacity 10
Price includes use of: 4k Smart TV, white board, Flip chart easel | HALF DAY (\$40)
<input type="checkbox"/> 8a-12p <input type="checkbox"/> 12p-4p | FULL DAY (\$80)
<input type="checkbox"/> 8a-4p |
| <input type="checkbox"/> CHURCH BUDGET ENVELOPE TRAINING ROOM
Capacity 9
Price includes use of: HDMI Projector, Screen, white board, Flip chart easel | HALF DAY (\$40)
<input type="checkbox"/> 8a-12p <input type="checkbox"/> 12p-4p | FULL DAY (\$80)
<input type="checkbox"/> 8a-4p |

_____ The Lessee has read the General Terms and agrees to comply with them

Lessee: _____ SOD Approval: _____
 Signature: _____ Signature: _____
 Title: _____ Title: _____
 Date: _____ Date: _____

Send completed form with deposit to:

Training Administrator
 SOD Center, Inc.
 440 Pennsylvania Ave.
 Salem, OH 44460
 (330)337-7669
 Email: training@sodcenter.com

Deposit

Check: _____ Deposit Amount: \$ _____
OR
 Credit Card: (please check which one)
 Visa Master Card American Express
 Credit Card #: _____
 Expiration Date: ___/___/___ Deposit Amount: _____

Office Use Only

Amount of Deposit _____ Date Received _____ By: _____
 Total Amount Due _____ Date Received _____ By: _____

SOD TRAINING CENTER LEASE AGREEMENT

GENERAL TERMS

Hours of Operation, Deposit, Fees

Rental of the SOD Training Center is limited to the hours of 8:00am to 4:00pm. Half days are from 8:00am to 12:00pm or 12:00pm to 4:00pm. A twenty-five percent (25%) deposit of the room rental is required to obtain a booking, and must be submitted with a signed contract. The remaining balance will be due 14 days prior to the scheduled event, and the Training Center retains the right to cancel a booking if full payment is not received at this time. Bookings not paid in full seven (7) days prior to the scheduled event will be automatically canceled.

Cancellation

Cancellation notice is required a *minimum of fourteen (14) days* prior to the scheduled event in order to receive a full refund of rental fees paid. Cancellation notices *less than 14 days but no less than 7 days* prior to the event will forfeit the twenty-five percent (25%) deposit but receive a refund of any remaining portion of the rental fee paid. Cancellation notices received *less than 7 days* prior to the scheduled event will receive NO REFUND. The Training Center shall not be liable for non-performance of this contract when such non-performance is attributable to national emergencies, acts of God, and any other causes, which are beyond the reasonable control of the Training Center and which prevent or interfere with the Training Center's performance. In such event, the Training Center shall not be liable to the customer for any damages, whether actual or consequential, which may result from such non-performance but shall be liable only for refunding to User any rental fees or deposits being held.

Training Manuals

User will provide its own training manuals for any training class it conducts.

Implementing the Program

It is advisable to designate one of your staff as a contact person for the program in case of inclement weather.

Scheduled Time/Extensions

It is essential to conclude training sessions at the scheduled time. Requests for extensions will be determined by the Training Center Administrator. Additional charges will be applied in accordance with the Training Center fee schedule.

Waiver of Liability

Lessee should not store equipment or materials at the Training Center without approval. The Salem Area Sustainable Opportunity Development Center, Inc. is not responsible for any materials or equipment left in the building overnight, during breaks or meals, or in exhibit or display areas. The Training Center Administrator will secure the area when requested but assumes no responsibility for the materials or equipment contained therein.

Program Follow-up

All materials and/or equipment are to be removed from the building at the close of the event. The Training Center Administrator must approve any deviation from this policy in advance.

Indemnification

The Lessee agrees to indemnify and save the Lessor harmless from loss, damage or expense occasioned by or arising out of any injury, wrong or damage done to any person or property by the Lessee or its members, guests or invitees who shall have lawfully entered the Building or arising out of the use or occupancy of the Computer Training Center and/or the Building.

Set-Up/Clean-Up

Lessee will be responsible for all clean-up of the Training Center including leaving the facility clean and free of all trash and litter. The Lessee is responsible for any damage to the facility or equipment. In the event damage occurs or excessive cleaning is necessary, the Lessee will be charged for any and all janitorial or repair fees incurred.

Equipment Use

Lessee will complete an Equipment Usage/Room Set-Up form, to be signed upon receipt of SOD Training Center equipment and upon return of equipment.