



Room Rental Agreement Request Form

Name of Applicant/Contact: _____

Name of Company: _____

Address: _____

Contact phone number: _____ Email address: _____

Date room requested: _____

Meeting time set-up will begin at: _____ Clean-up will end at: _____

Purpose of use: _____

Projected attendance: _____

Room requested (see attachment 1):

☐ William J. Brehm Conference Room - \$25 per hour, daily max \$125

Set up required (see attachment 1): (check one)

☐ Conference ☐ Theater ☐ Classroom ☐ U-Shape ☐ Double U-Shape ☐ Hollow square

Equipment Options (check those that apply)

- ☐ Touchscreen TV: no charge
☐ Wireless access: no charge
☐ Copies: \$0.20 per copied sheet
☐ Coffee: \$2.00 per person

Rental Charge

Room Charge	\$ <u>50</u> ph x
Equipment Charge	\$ _____
Other Charges	\$ _____
Total Cost	\$ _____

I agree that the above statements are true and I agree that I have read, understood, and will honor all policies and information, including the attached General Use Room Rental Regulations which are a part of this agreement. I understand that the Business Solution Center is only expected to provide services and equipment identified and agreed to in this contract.

Signature of applicant

Printed Name

Date

BSC Staff Approval

Printed Name

Date

For questions contact the BSC at (773) 941-6541.

Return forms electronically to support@businesssolutioncenters.com, fax (773) 941-6541 or by mail to BSC
at 818 W. 103rd Street, Chicago, IL 60643.



Room Rental Agreement

General Use Room Rental Regulations

This Agreement between _____ and the Business Solution Centers defines the terms and conditions for rental of meeting rooms by BSC owners. This Agreement includes Attachments which are incorporated into this Agreement.

The following terms and conditions apply to all room rentals:

1. Rental of the meeting room(s) will be on a first come, first served basis. BSC meetings take priority.
2. The BSC building and meeting rooms are for business related purposes only. No personal events are to be scheduled for the building.
3. All event guests must park on the street per request of the property manager. The parking lot must be available to other tenant's customers.
4. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room(s) is reserved.
5. A deposit of one hour of the room rental fee is required at the time of reservation. The remainder of payment is due upon arrival before entering the meeting room. All room rental payments are non-refundable and may be changed periodically by the BSC.
6. The BSC Meeting Room is set up with tables and chairs. Should any additional equipment be required, the renting party will be responsible for the rental of additional equipment from BSC. The Renter will be responsible for the removal of any items brought into the meeting room and the return of the room to its normal condition.
7. Renters are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the BSC staff immediately. Room Renters will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
8. Nothing shall be attached to the walls, ceiling, or any fixtures.
9. The renters shall assume all responsibility for all actions of their guest and shall allow no unlawful or disruptive activities. The event shall be supervised during the entire period of use.
10. The meeting room(s) shall not be used for any unlawful purpose.
11. The room(s) must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. If tables and chairs have been rearranged, they must be returned to their original positions.
12. The BSC will provide coffee at prices listed on the Rental Agreement. If the Renter would like additional food or beverage to be delivered, the BSC will have a list of approved caterers who are partners of the BSC. Renters may bring soft drinks and other light foods. No alcohol is permitted.
13. Renters shall keep the equipment clean and free from damage from food and drink.
14. Attendees agree to not use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented, common and public areas such as restrooms.
15. Any copies needing to be made must be done by BSC staff. They can be reached at the front desk.
16. It is understood, the Business Solution Centers (BSC) is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold the BSC, its employees, partners and Landlord harmless of any such damages.

Authorized Signature

Date

Room Rental Agreement

Attachment 1

Business Solution Centers Room

Rental fees:

\$50 per hour with a daily max of \$100

Room Capacity: 5

Options	Conference	Theater	Classroom	U-Shape / x2	Hollow Square
Regular	4				
Added side chairs	1	n/a	n/a		

Individual Workspace

Rental fees:

Currently Unavailable

Includes:

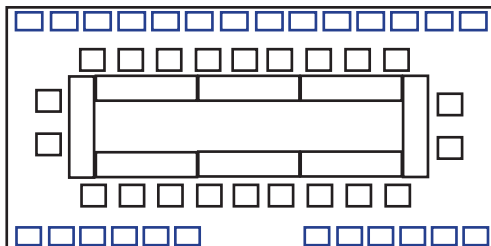
Small desk

Chair

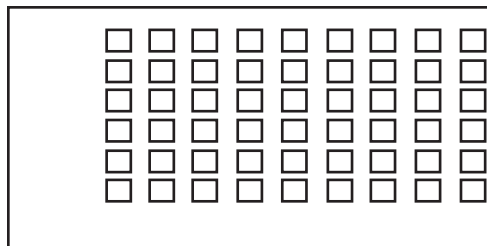
Wireless Internet access

BSC Room Set Up Options- Up & Coming

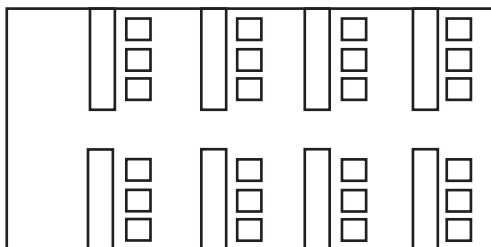
Conference



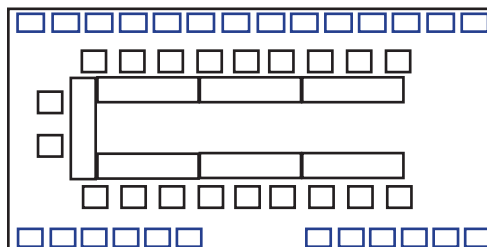
Theater



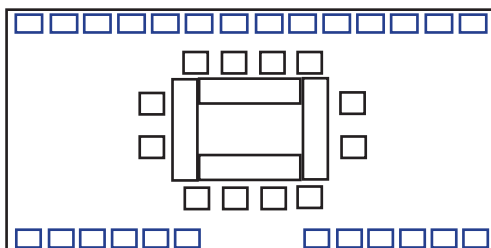
Classroom



U-Shape



Hollow Square



Double U-Shape

