

Room Usage Application

As a service and opportunity to MENC members, The National Center for Music Education is available for activities that support MENC's mission and goals and engage and encourage the MENC Strategic Plan. Requests will be considered on a first-come, first-served basis and reviewed for further consideration prior to scheduling. Selected activities will be scheduled based on space availability, and a refundable security deposit per room will be required.

INSTRUCTIONS: Please read the *User Rules and Regulations* that accompany this application. Complete a separate application for each room requested. Print or type all required information. Keep a copy of completed application for your records.

Mail or fax completed application and deposit to:

The National Center for Music Education, MENC, 1806 Robert Fulton Drive, Reston, VA 20191, Fax: 703-860-9401

SECTION 1 – USER CONTACT INFORMATION (to whom and where MENC should send correspondence)

Name _____ MENC Member ID # _____

Company/Organization _____

Address _____ City _____ State _____ Zip _____ - _____

Daytime: E-mail _____ Phone (____) _____ Fax (____) _____

SECTION 2 – ACTIVITY IDENTIFICATION

Name of Activity _____

Description _____

Approximate Number of Guests Expected _____

SECTION 3 – ROOM SCHEDULE (include total time room is needed)

Duration: From _____ beginning at _____ (a.m.)(p.m.)
Month/Day/Year Time

To _____ ending at _____ (a.m.)(p.m.)
Month/Day/Year Time

Set up: _____ From _____ (a.m.)(p.m.) To _____ (a.m.)(p.m.)
Month/Day/Year Time Time

Tear down: _____ From _____ (a.m.)(p.m.) To _____ (a.m.)(p.m.)
Month/Day/Year Time Time

Daily Workshop Schedule:

Day	Date	Time	Day	Date	Time*
		From: _____ To: _____ Attendee arrival: _____			From: _____ To: _____ Attendee arrival: _____
		From: _____ To: _____ Attendee arrival: _____			From: _____ To: _____ Attendee arrival: _____
		From: _____ To: _____ Attendee arrival: _____			From: _____ To: _____ Attendee arrival: _____
		From: _____ To: _____ Attendee arrival: _____	If more than 7 days are needed, please attach another room schedule to include the additional days.		

Check here if MENC's Refectory will be needed for lunch or breaks during your activity. Please complete a *Room Usage Application* to reserve the Refectory.

SECTION 4 – ROOM REQUEST INFORMATION: Select the room desired (only one) and indicate the configuration needed. If more than one room is needed, please complete a separate application for each room.

Key: BR = boardroom-style (large table with chairs)
 CA = café-style (small tables with chairs)
 CL = classroom-style (tables in rows with chairs)
 HS = hollow square-style (tables in a square with chairs)
 TS = theatre-style (chairs in rows)
 SC = Seating capacity

Check only one	Room Name	Floor	Dimensions	Configuration Available* (check preferred)	Room's Equipment (items permanent to room)	Indicate additional rooms desired (complete separate application for each room)
<input type="checkbox"/>	Library	1 st	17' x 28': 476 sq. ft.	<input type="checkbox"/> BR, SC=16 <input type="checkbox"/> TS, SC=32	Tables (6 - 2½' x 6')	<input type="checkbox"/>
<input type="checkbox"/>	Refectory	1 st	25' x 26': 650 sq. ft.	CA only, SC=70	Tables (20 - 3' x 3') Credenzas (2) Kitchen Telephone TV with VCR & DVD Vending Machines	<input type="checkbox"/>
<input type="checkbox"/>	Board Room	2 nd	19' x 20': 380 sq. ft.	BR only, SC=14	Board table (6' x 24') Credenzas (2) Screen Telephone Wireless Internet	<input type="checkbox"/>
<input type="checkbox"/>	Recital Room	2 nd	26' x 35': 910 sq. ft.	<input type="checkbox"/> HS, SC=18 <input type="checkbox"/> CL, SC=24 <input type="checkbox"/> TS, SC=80	5' Grand Piano Screen Whiteboard (dry erase)	<input type="checkbox"/>
<input type="checkbox"/>	Assembly Room	3 rd	54' x 42': 2,268 sq. ft.	<input type="checkbox"/> HS, SC=40 <input type="checkbox"/> CL, SC=80 <input type="checkbox"/> TS, SC=250	Risers (3 - 4' x 4') Garment Closet Kitchen Screen Wireless Internet	<input type="checkbox"/>
<input type="checkbox"/>	Pink Room	3 rd	22' x 12': 264 sq. ft.	BR only, SC=8	Board table (4' x 8') Credenza Screen Wireless Internet	<input type="checkbox"/>
<input type="checkbox"/>	Sun Room	3 rd	23' x 18': 414 sq. ft.	BR only, SC=10	Board table (4½' x 10') Telephone TV with VCR Whiteboard (dry erase) Wireless Internet	<input type="checkbox"/>

* If another configuration is desired, please attach a floor plan for consideration. Proposed configurations will be reviewed and approved if space and equipment allows.

SECTION 5 — EQUIPMENT REQUEST: A list of permanent available equipment in each room is given in Section 4. To request additional items, check all boxes that apply and indicate quantity where necessary. Fee may incur for some items. See Section 6 for rates.

	Item(s)	Description	Max. Available	Quantity
<input type="checkbox"/>	Chairs		250	
<input type="checkbox"/>	Tables	2' x 4'	4	
		2½' x 6'	6	
		2½' x 8'	4	
<input type="checkbox"/>	Music Stands		10	
<input type="checkbox"/>	Flip Chart	includes paper and markers	2	
<input type="checkbox"/>	Fender Passport	3-input amplifier, 2 speakers with stands, and 1 microphone	1	
<input type="checkbox"/>	CD/Cassette Player	Sony hand portable	1	
<input type="checkbox"/>	LCD projector	\$75 per day*	1	
<input type="checkbox"/>	Wireless Internet Connection	\$10 per connection per day		
<input type="checkbox"/>	Beverage Service	Coffee, Tea, Ice Water available at \$2.00 per person per day		

* Fee includes use of equipment and set up and tear down only. Additional fee will incur for operation of equipment. See Section 6: Fee Schedule for rates. Computers are not available from MENC.

SECTION 6 — FEE SCHEDULE: The items in the table below incur a fee. The refundable deposit is required with application. The fee for optional items ordered will be billed and due after the event. Please do not send cash. Make checks payable to MENC or use credit card (see below). Remit U.S. currency only.

Required Item			Fee required with application
Deposit	See User Rules and Regulations: Agreement Conditions #4		\$100.00
Optional Items	Fees to be billed after event	Quantity	Total to be billed
Room Rental	\$50 per room	1	\$50.00
Re-Key Door Locks	\$75 per door		
LCD Projector	\$75 per day		
Wireless Internet Connection	\$10 per connection per day		
Piano Tuning	\$95 per event		
Beverage Service	\$2.00 per person per day		
Custodial Service	\$50 per day (required for Saturday or Sunday activities)		
*MENC personnel	*\$20 per hour		
Estimated Total Fee to be Billed =			\$ _____

*Fee incurs if MENC personnel is required before or after normal business hours and weekends or holidays. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

SECTION 7 — AUTHORIZATION: By signing this application, the User hereby agrees to all terms, regulations, and conditions set forth on this Room Usage Application.

Printed Name _____ Title _____

Signature _____ Date _____

Please charge my (check one) AmEx Discover MasterCard VISA Amount: \$ _____
 Card Number _____ Expiration Date _____
 Print Name on Card _____ Daytime Phone (____) _____
 Signature _____

Mail or fax with deposit payment to:
 The National Center for Music Education
 MENC, 1806 Robert Fulton Drive
 Reston, VA 20191
 Fax: 703-860-9401 (if payable by credit card)

User Rules and Regulations

for Room Usage at The National Center for Music Education

Please read the following carefully, since the User Rules and Regulations are part of the Room Usage Application.

CONTRACT FOR SPACE: This Room Usage Application is an application for room space reservation at the National Center for Music Education, MENC, 1806 Robert Fulton Drive, Reston, VA 20191.

ELIGIBILITY

The MENC National Executive Board has designated the MENC headquarters building in Reston, Virginia as "The National Center for Music Education." As a service and opportunity to MENC members, The National Center for Music Education is available for activities that support MENC's mission and goals and engage and encourage the MENC Strategic Plan. For a copy of the MENC Strategic Plan, please visit www.menc.org. Requests will be considered on a first-come, first-served basis and reviewed for further consideration prior to scheduling. Selected activities will be scheduled based on space availability, and a refundable security deposit per room used will be involved.

AGREEMENT CONDITIONS

1. MENC headquarters is ADA accessible. Use of facilities includes free parking and restrooms on all three floors. Vending machines in MENC's Refectory are also available. MENC's shipping area is available on the floor plan, but it does not have a loading dock. All freight delivered in and out of MENC must be approved prior to activity. No freight may be delivered to MENC's reception area on the second floor. Material handling throughout the building is the responsibility of the material's owner.
2. Food and drink must be approved prior to date of room usage and will be limited to specific areas. Catering is the responsibility of User. Catering menus are available from MENC personnel upon request.
3. It is the sole responsibility of the User to pick up and remove trash from the room during and after the rental period.
4. The User will be responsible for any damages to room or areas used during rental period. Refundable deposit will be held as compensation to fix damages with the right to charge User addition compensation if damages surpass the \$100 deposit. If no damages occur, deposit will be refunded in full or subtracted from total charges due.
5. The User gives MENC personnel permission to photograph and or videotape and interview attendees during scheduled activity for news and promotional purposes at times predetermined by MENC and User.
6. The User expressly agrees to assume all risk, and to indemnify, defend, and hold harmless MENC and MENC personnel from and against any and all claims, demands, defense costs liability expense (including attorney's fees), or damages of any kind or nature arising out of or in connection with injury of, or damage of or loss of any property belonging to, User or the User's personnel, excepting that portion of such claims, demands, defense costs, liability, expense, or damage arising out of the sole negligence or willful misconduct of MENC.
7. MENC and its officers, directors, and employees are not responsible for the safety of the property of the User from theft, damage by fire, accident, or other causes. Users are strongly encouraged to remove or place out of sight all small items from tables and area when room is unoccupied. If User wants doors to room locked when unoccupied, a request from User prior to activity must be submitted to MENC. User may request lock(s) to door(s) re-keyed at User's expense.
8. The User agrees to waive all claims against MENC, its officers, directors, and employees for any and all claims, demands, defense costs, liabilities, expenses, or damages of any kind or nature arising out of or in connection with damage to or loss of any property belonging to the User or User's owners, employees, contractors, representatives, patrons, guests, or attendees, or injury to any such personnel for which the User indemnifies MENC, excepting that portion of such claims, demands, defense costs, liability, expense, or damages arising out of the sole gross negligence or willful misconduct of MENC.
9. Force Majeure Events are as follows: fire, explosion, earthquake, storm, flood or other weather, natural disasters, unavailability of necessary utilities, transportation, or housing, strikes, law, act, order, proclamation, decree, regulation, ordinance, or instructions of Government or other public authorities, judgment or decree of a court of competent jurisdiction (not arising out of breach by such party of this Application), acts of terrorism or other causes beyond MENC's reasonable control (including situations in which such events or causes are reasonably expected to cause of significant proportion of the persons otherwise expected to attend the Conference to decide not to attend). In the event MENC cancels the scheduled activity due to one or more Force Majeure Events, the parties agree that it would be difficult to determine with certainty the amount of the User's damages from such cancellation. In the event MENC cancels the scheduled activity or the User's Room Usage Application due to a Force Majeure Event, the parties agree that MENC will pay to the User as liquidated damages and not as a penalty a sum equal to the amount already paid by the User to MENC for the cost of the fees paid and such liquidated damages shall be MENC's sole liability to the User.
10. Conduct by the User or its attendees which MENC determines, in its sole discretion, is likely to constitute a violation of state or federal law or criminal activity shall be prohibited, and MENC shall have the right, upon such determination, to require immediate removal of the building of the offenders (who will forfeit all rights to use The National Center for Music Education in the future with all fees and rentals paid), and/or to confiscate any illegal material or property in possession of the User. The User agrees that MENC shall have no liability in connection with the foregoing.
11. This application and performance herein shall be construed and governed by the laws of the Commonwealth of Virginia without giving effect to conflict of laws and principles. Any action or claim related to this application or performance herein shall be brought in the federal or state courts in Virginia, and each party submits to the jurisdiction of such courts and agrees that any such action or claim may be brought in such courts. All remedies at law and at equity shall be available to either party.
12. These User Rules and Regulations become a part of the Room Usage Application between the User and MENC. All points not covered are subject to the decision of MENC.
13. MENC reserves the right to evict any User found in violation of these User Rules and Regulations. In the event of such eviction, MENC is not liable for any refunds of rentals or other expenses.