



3460 Mall Dr. Suite 5a, Eau Claire, WI 54701  
 715.835.0923/715.835.4621  
[staff@ranww.org](mailto:staff@ranww.org)

**CONFERENCE CENTER USE AGREEMENT**

The RANWW Conference Center and equipment is available to **NON** RANWW members, at the date and times, and at the rates, set forth below. Coffee will be available for \$15.00 per 40-cup urn.

**Complete the following reservation information:**

**Rental Party Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Conference/Meeting Date:** \_\_\_\_\_

**Conference/Meeting Times:** \_\_\_\_\_ **Number Attending** \_\_\_\_\_

**PRICING:** **Weekday (Monday-Friday, 8:00 am – 5:00 PM)**  
 Hourly: \$22/hr; Half Day (4 hrs): \$80; Full Day (4+ hrs): \$150  
**Weekday After-Hours (Monday-Friday after 5:00 pm)**  
 Hourly: \$25/hr  
**Weekend (Saturday-Sunday)**  
 Hourly: \$28/hr; Half Day (4 hrs): \$100; Full Day (4+ hrs): \$200

**Number Attending** \_\_\_\_\_

**Equipment Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No **Coffee Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Terms of Use**

Rental Party reserving the RANWW Conference Center is responsible for:

- Reserving Conference Center in advance and completing this Conference Center Use Agreement
- Making payment at the time of reservation
- Communicating desired Conference Center arrangement for RANWW staff for advance setup of table/chair/equipment configuration
- Returning Conference Center to the original table/chair/equipment configuration
- Clearing Conference Center of any cups, papers or left over garbage/materials from participants
- Cleaning whiteboard, if applicable, and returning all equipment to its original state

If using RANWW equipment, Rental Party:

- Cannot install or download software to RANWW computers
- Is responsible for set up and testing of RANWW equipment to ensure compatibility with any equipment
- RANWW staff will provide limited technical assistance for RANWW equipment only, if notified in advance.

Other rules:

- Rental Party shall be responsible for all damages to the Conference Center and RANWW equipment.
- All amounts due to RANWW hereunder (which are not already prepaid) shall be paid within ten (10) days of the date of invoice. Interest will accrue upon late payments at a rate of ten percent (10%) per annum until paid in full
- Rental Party will not be able to reserve the Conference Center so long as any invoices to such Rental Party remain outstanding
- RANWW reserves the right to cancel any reservation, for any reason or no reason, upon fourteen (14) days' notice to Rental Party

- Rental Party may cancel any reservation for no charge upon at least seventy-two (72) hours prior notice to RANWW. In the event Rental Party cancels any reservation upon less than seventy-two (72) hours prior notice, RANWW reserves the right to charge Member a cancellation fee equal to fifty percent (50%) of the total rental fee that would be payable hereunder.
- In the event alcohol is served by Rental Party in the Conference Center, Member shall be solely responsible for checking IDs of those persons consuming alcohol.
- If Conference Center rental is occurring after-hours or during a weekend, Rental Party is responsible for arranging a key pick-up with RANWW staff. **In the event Rental Party loses the key, or the same is not returned to RANWW, Rental Party shall pay RANWW a fee of \$200.00.**

***The removal of any RANWW equipment from the Conference Center is prohibited.***

I have read and understand the above rules, regulations and fee schedule for use of the RANWW Conference Center and equipment. I further understand that except when caused solely by its gross negligence, RANWW and its officers, directors, agents and employees shall be free from any and all claims, liabilities or cause of action of every kind whatsoever arising from the use of the RANWW Conference Center and equipment by the undersigned, and the undersigned's guests and invitees, including any issues related to the serving or consumption of alcohol by Rental Party and/or its invitees in the Conference Center. The undersigned agrees to defend, indemnify and hold harmless RANWW and its officers, directors, agents and employees from and against any and all claims, lawsuits, losses, liabilities, penalties, damages, claims, judgments, costs and expenses, including without limitation attorneys' fees, whatsoever arising out of any use of the RANWW Conference Center and equipment, including any issues related to the serving or consumption of alcohol by Rental Party and/or its invitees in the Conference Center. This paragraph shall survive and remain effective even after the termination or expiration of this this Conference Center Use Agreement.

Date: \_\_\_\_\_

\_\_\_\_\_  
Rental Party

\_\_\_\_\_  
RANWW staff