



A good mind. A good heart. A strong fire.

# Oneida Nation Community Education Center

## Building Usage Form

### GENERAL INFORMATION

The Group (includes an individual, set of individuals, or tribal department):

Contact Person for the Group:

Contact Phone Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Reservation Purpose: \_\_\_\_\_

### ROOM INFORMATION

**Please check desired room(s) & use box provided for additional requests/information.**

ROOM INFORMATION	Expected # of Attendees	REQUEST DATE(S) & TIME	SPECIAL REQUESTS/EQUIPMENT	HOURLY PRICING* <i>Billed in ½ hour increments</i>
<b>Community Room</b> <b>(capacity: 60)</b> Instructor Computer with projector Sound system				\$50/hour  \$75/hour after hours & weekends
<b>Computer Lab</b> <b>(capacity: 15 + 1 Instructor)</b> Projector Windows 10 – VDI Machines Microsoft Office™ 2010 installed				\$50/hour  \$75/hour after hours & weekends
<b>Large Classroom</b> <b>(capacity: 25)</b> Instructor laptop with projector VCR/DVD player				\$30/hour  \$50/hour after hours & weekends
<b>Total</b>				\$
<b>Each Room Equipped With:</b> Wi-Fi & Dry Erase Boards <b>Additional Items Available For Reservation:</b> 3 iPads, 2 HP tablets, 3 laptops, conference phone				

\*Oneida Nation departments receive 100% discount for business hours only.

\*Community/department sponsored events receive 100% discount during business hours only. (A sponsored event is something for community enrichment, not personal gain.)

**Additional Reservation Notes**

1. CEC management approval needed to modify technology.
2. Test technology and equipment at least 48 hours before meeting date.
3. If you are bringing your own laptop/other technology, please bring VGA/proper video cables.
4. CEC does not provide coffee, food, paper products, office supplies, or copies for reservations.

*Views expressed in programs and events are independent and do not necessarily represent the views of the Oneida Nation Community Education Center.*



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### ROOM USE GUIDELINES

#### **ADDITIONAL FEES:**

Any Group whose use of the meeting rooms goes beyond their requested reservation time without prior approval will be financially responsible for additional costs. The ONCEC will bill the Responsible Party for the overtime costs.

#### **BOOKING:**

Oneida Nation Community Education Center (ONCEC) spaces are for ONCEC activities first. Other reservations can be made 4 months in advance. Reservation of meeting rooms is on a first-come, first-served basis. Bookings will be confirmed within 72 working hours. After hour bookings should be made at least 3 weeks before the event to ensure staffing availability. Meetings scheduled after hours cannot begin earlier than 15 minutes before the ONCEC building scheduled opening time and must end 15 minutes prior to the scheduled ONCEC building closing time to allow for inspection of the premises at the beginning of and end of the meeting.

#### **CANCELLATIONS:**

The Group that reserves space but does not occupy it is subject to loss of meeting room privileges unless they cancel 48 hours prior to the scheduled reservation. In the event of severe weather, the ONCEC retains the right to cancel or limit the time a group has reserved for meeting room use. If possible, the ONCEC will attempt to contact the Contact Person in advance of severe weather cancellations.

#### **CLEANUP & CATERING EVENTS:**

Each reserved room should be left in the same condition it was found. Groups may have food catered into those locations, excluding the Computer Lab. Groups should provide necessary serving utensils, equipment, and supplies. Refreshments may be delivered and set up by the caterer or Group. Kitchen area is not available for use, storage, or catering. Groups are responsible for proper clean up and disposal of all refuse.

#### **BUILDING USE RESTRICTIONS:**

1. The ONCEC is a smoke free building, no alcohol is allowed, and no weapons are allowed.
2. If a Group has abused the facilities in a prior reservation, which includes failure to call and cancel, attempting to set up prior authorized time, failure to clean-up at the end of a meeting, and failing to end meeting on time, by way of example, they shall not be authorized to reserve the building until fees clean-up costs or overtime costs are reimbursed to the ONCEC.
3. Meetings and/or performances that could be reasonably construed as obscene.
4. Meetings or programs that would interfere with the ONCEC's operation by causing excessive noise, a safety hazard, or security risk are prohibited.
5. Meetings or discussions that intend or have potential to incite a breach of peace.

#### **LIABILITY:**

The Group agrees to abide by all regulations of the ONCEC regarding use of facilities and accepts responsibility for any damage caused to the building or its equipment, other than normal wear, resulting from the meeting(s). If equipment is damaged during a reservation, the Group will be billed for a replacement.

The ONCEC, the Oneida Nation, their agents, officers, employees, and volunteers are not responsible for loss of individual property while using the meeting rooms or study labs.

**SIGNATURE OF REQUESTING GROUP**

**DATE**

**CEC SUPERVISOR SIGNATURE**

**DATE**

**REQUEST APPROVED**

**REQUEST DENIED**

Please e-mail completed form to [cec\\_staff@oneidanation.org](mailto:cec_staff@oneidanation.org).