

# *The Magnolia Room*

Everett E. Kelley Convocation Center  
Lake-Sumter State College

## **Rental Policy for *The Magnolia Room* Banquet/Conference Center Effective March 14, 2013**

### **General Facility Use and Purpose**

The facility is available for college and community functions. All facilities and equipment in *The Magnolia Room* are to support the college's educational mission. Because the college is committed to serving the district; individuals and organizations may apply for permission to rent the facility. Qualified organizations include those organizations established or recognized in accordance with the rules of the college.

No activity can be permitted which poses an unreasonable and immediate threat to the safety of College students and personnel, or to property on campus or is contrary to law. Facilities or equipment shall not be used for any purpose other than that for which they are designed and for which they were rented, nor will any use be permitted which could cause bodily injury or property damage or both.

There is a fee structure for College-related, non-profit and profit use. Requests shall be acted upon in the order in which the completed request is received (including applicable security deposit) by *The Magnolia Room* Coordinator. All requests are subject to review and final acceptance of college officials.

### **Acceptability**

Any person, company, or organization requesting use of *The Magnolia Room* must complete the application. Applications are only approved after all paperwork has been received, i.e., application with deposit, proof of State of Florida non-profit status, a Certificate of Insurance in an amount acceptable to the college, and any other form(s) requested.

The decision to accept an event/activity includes specific consideration of pedestrian and/or vehicle traffic, noise, number of people involved, compatibility with facility and equipment, and the college's ability to support the function to insure its success. The Magnolia Room was not designed for regular routine meetings, classes or general workspace, but rather for "showcase events" that serve a college-wide interest or help the college serve the community.

### **Priority for Use**

1<sup>st</sup> – FTE producing college seminars/conferences

2<sup>nd</sup>—College-wide events and Foundation activities

3<sup>rd</sup>—All other on/off campus approved activities

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## **Operating Procedures**

Any individual, organization or company renting the facility, equipment and surround property is required to follow all fire and safety regulations and college parking regulations. **NO SMOKING** inside any part of the facility. College security may be present or additional security may be required at the discretion of the College, the cost of which shall be the responsibility of the user/renter. The sponsor of the event must be present at all times.

## **Insurance**

We require a \$1,000,000 liability Certificate of Insurance. If you cannot provide a Certificate of Insurance, the Florida Community College Risk Management Consortium has created a liability insurance program to provide the required liability coverage for all non-college individuals, companies or organizations. Participation in this program is mandatory; a specific amount will be applied in the rental fee if you are unable to provide a certificate of insurance.

## **Alcohol**

Generally, alcohol is not permitted on the LSSC campus. For specific events, an exemption may be requested to allow wine, champagne, or beer. The President of the College is authorized to grant approval. Approval may be granted with certain restrictions and conditions. Proper insurance is required. The application agreement contains specifics.

## **Damage**

The kitchen facility must be left as you found it; otherwise additional clean-up costs will be assessed. Signature of the agreement form implies that the organization will be responsible for damage, breakage, theft costs, regardless of the amount.

## **Fees**

Costs include set-up and takedown, facility use, tables and chairs, rest rooms and kitchen (if included in the cost). Additional costs for linen, A/V, security, kitchen use, and additional services may apply. Once the floor plan has been approved and forwarded to facilities, changes made less than 2 regularly scheduled workdays prior to the event can be assessed additional charge.

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## Application for use of

### *The Magnolia Room Banquet / Conference Center*

_____	_____	Yes _____ No _____	
Date of Event/Activity	Number of People	Special Parking Required	
_____			
Name of Function			
_____			
Description of Event			
_____			
_____	_____	_____	_____
Set-Up Hours	Advertised Hours	Clean-Up Hours	Work Phone
_____		_____	
Person or organization representative making request		Title	
_____			
Organization/Company/Persons Responsible			
_____			
_____	_____	_____	_____
Home Phone	Work Phone	Fax	Email address
_____			
Address			
_____			
City, State Zip			
_____			
Date of Request: _____		Date Received: _____	

*The Magnolia Room* is available for rental for business meetings, conferences, and seminars. The facility features a full-service catering kitchen, audio-visual equipment and facilities for 150 people.

To rent *The Magnolia Room* please contact: Marlene M. Genereux  
The Magnolia Room Coordinator  
Lake-Sumter State College  
9501 U.S. Hwy. 441  
Leesburg, FL 34788  
1-352-365-3518

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**FEES INCLUDE:** Use of facility for 4 hours, set-up and take down of all table/chair arrangements, utilities, on-duty personnel. Kitchen fee includes final cleanup; general clean-up is the responsibility of the renter using the facility. Please select your event needs (use a check mark) and indicate quantity needed where applicable.

Conference/Banquet Room \$300  
Per Hour after 4 Hours \$50

Kitchen \$125  
Weekend Fee \$75

We offer the latest in Video Conferencing and Teleconferencing Equipment

Document Camera (overhead Projection)  
Audio Technician (for complicated AV Work)  
\$25/hour

Video Playback/DVD/CD

\$10.00 per microphone

Pressure Zone Mic

Podium Mic

Table Mics

**Security & Parking Fees:** The college reserves the right to require security and parking personnel if the nature and size of the event so warrant.

**Fees due:** Deposit due at the time of booking; remaining fees are due (5) calendar days prior to the event.  
Total: \$\_\_\_\_\_

**Damage fee:** Should any damage or loss occur, or if left in unacceptable condition, we reserve the right to retain your deposit for repair or cleaning, and to bill you for any costs over and above your deposit.

**Agreement:** Your signature implies agreement to all conditions and terms within the rental policy.

Signature of person making request \_\_\_\_\_ Date \_\_\_\_\_

Printed name of person making request \_\_\_\_\_

\_\_\_\_\_  
*The Magnolia Room Coordinator*

\_\_\_\_\_  
Date

\_\_\_\_\_  
*LSSC President*

\_\_\_\_\_  
Date

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Do you wish to serve alcohol? \_\_\_\_\_

Only beer, wine or champagne is allowed on this college campus. Alcohol **cannot** be sold during your function.

### Alcohol Beverage Policy

When the college permits a person or agency to use College facilities and distribute alcohol, the person or agency **must provide the college with alcohol liability coverage**. The insurance should be at least \$1,000,000 with the college named as an additional insured. Renter shall be responsible in complying with any applicable State of Florida Division of Alcohol Beverage and Tobacco licensing requirements. The Lake-Sumter State College president must approve your use.

\_\_\_\_\_  
*Approval by the LSSC President*

\_\_\_\_\_  
Date

Will food be served?

Description? \_\_\_\_\_  
\_\_\_\_\_

Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_

### Note

*The Magnolia Room* has NO storage facilities.  
**PLEASE do not ask to bring items to be held until your function,  
other than the day of the function.**

Decorations: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

**No hanging, pasting, nailing or stapling off the ceiling, drapery or walls!**

Is there a charge to attend this function? Yes \_\_\_\_\_ No \_\_\_\_\_

The following are available with rental of the hall, but we MUST know in advance if you need them and how many. Please let us know of any changes well in advance of your event. If you request major changes within two days prior to your event (other than numbers of people expected) we may charge for the extra set-up labor.

Our event will need:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Round Tables (16 tables, seat 8, 72") | <input type="checkbox"/> Oblong tables (18x72")  | <input type="checkbox"/> Linens for tables |
| <input type="checkbox"/> Chairs (150 available)                | <input type="checkbox"/> Drop-down screen        |  |
| <input type="checkbox"/> Warming Oven (4 available)            | <input type="checkbox"/> Refrigerator            | <input type="checkbox"/> Ice Maker         |
| <input type="checkbox"/> Microwave oven (2 available)          | <input type="checkbox"/> Professional Dishwasher |  |