



Red Lake Nation College Event and Room Rental Agreement

Event: _____ Event Date _____

Contact: _____ Phone# _____

Phone: _____ Address: _____ City, State, Zip: _____

Business/Organization		Event Type		Audience Type	
Business/For Profit		Conference		Private	
Government/ Non Profit		Campus Event		Public	
Educational		Educational Seminar		RLNC Only	
RLNC Organization/Dept		Other		Other	

Please Describe Event: _____

Event Start Date/Time: _____ Event End Date/Time: _____

Set Up Date/Time: _____ Clean Up Date/Time: _____

Estimated Attendance _____

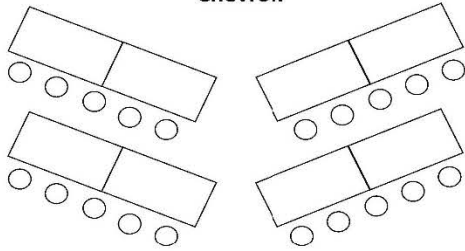
Room Requested: Student Union Power Lounge BoardRoom Class Room Class Room w/Sink

*Set Up and Facility Charges		
Option	Selection/Description of Use	Cost
Room:		
Dining Services:		
Tables and Chairs		
**Basic Tech Setup		
Media Rental		
Security		
Extras		
Total		
Amount Paid: _____ Payment Method: _____ Room Use Form Completed _____		
Insurance Waived: ____ Fees Waived: ____ Coordinator Signature _____		

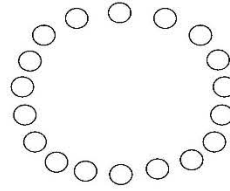
**Basic Tech: T.V/Screen/Podium/Mic

Common Set-Up Types

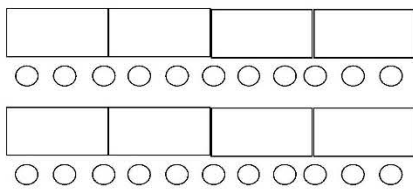
Chevron



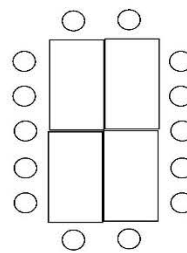
Circle of Chairs



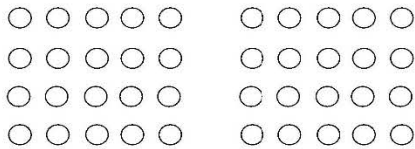
Classroom



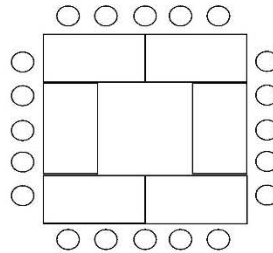
Conference



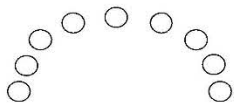
Lecture with Aisle



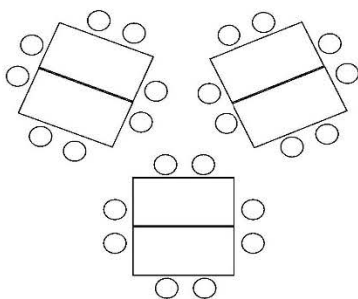
Open Square



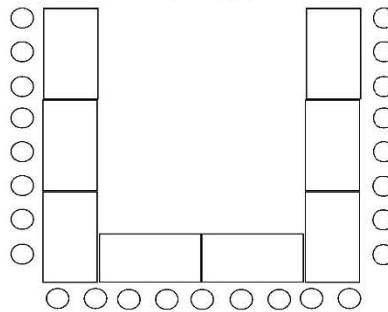
Semicircle of Chairs



Standard Lounge



U-Shape



*Round Tables also available

INTERPRETATION. This Agreement constitutes the entire agreement between the parties, superseding all previous representations, discussions, and agreements between the parties. This Agreement shall be binding.

NOTICES. Any notices concerning this Agreement and all notices required by this Agreement shall be given in writing and shall be personally delivered or mailed to the addresses designated by the parties below.

Renter

Tgf 'Neng'P cvkq'Eqngi g

Signature Date

Signature Date

Print Name

Print Name

Cc:

Notice: As a reminder RLNC is not an event center, therefore, the event coordinator is responsible for all clean-up, and any IT set-up needed. RLNC does not supply paper, pens, tapes, or other office supplies for events, please plan accordingly when using RLNC space for planned events.

RLNC will have an extra security person on staff during the event, which is included in the \$200 security fee, however, the event-coordinator will be responsible for all individuals attending the event.