



Meeting / Conference Room Rental North

Gateway Research Park has two (2) meeting rooms available for meeting or event rental at its North Campus.

These areas may be reserved during [regularly scheduled hours](#), which are 8:00am to 5:00pm, Monday to Friday. Use of the facilities outside of these hours will result in additional fees, noted below. This fee is [not pro-rated](#). This fee is in addition to other charges that may be applicable.

Priority use is given to tenants of Gateway Research Park; non-tenants can reserve these rooms, subject to availability.

Rooms may be “held” for specific dates, but unless confirmed within three (3) business days of initial “hold” reservation, the “hold” will be cancelled.

PLEASE NOTE: This space is located within operating research and academic facilities. As such, we ask all users to be respectful of all faculty, staff, students or tenants who occupy our facilities. Programs or activities that will generate noise should be avoided.

A/V Equipment

The following equipment, *when available*, is available and included in your rental rate (gymnasium excluded).

- LCD Projector (ceiling mount)
- Screen
- Stand Alone Podium w/built-in sound
- Whiteboard
- Polycom Conference Phone
- Flip Chart Stand
- Wireless Internet
- Television with DVD/VCR Combo
- Tables, Rectangular (A)
- Chairs, Unpadded (A)

*(A) GatewayURP has a limited number of tables and chairs available; extra tables and chairs above what Gateway can supply will be the responsibility of the reserving entity.***

Individuals or groups are responsible for bringing laptops, power strips, batteries, presentation pointers and lasers, adapters and power cords (e.g. HDMI to VGA, DVI to VGA, etc.) flip chart paper, white board markers, and all other office supplies, as these are not provided by Gateway Research Park.

A copy machine is available (max of 25 copies total); additional copies will incur a fee. A fax machine is also available at no charge.

Food / Beverage

Other than a vending machine, soda machine, and ice machine, Gateway Research Park *does not provide food or beverage service* of any kind. A list of caterers who have provided service at our North location can be provided upon request.

Trash / Recycling

All individuals/groups are responsible for cleaning up the space prior to departure. This includes clearing off tables and ensuring that all trash items are properly disposed of prior to departing the room. Excess liquids are to be disposed of in the kitchen sink.

Gateway Research Park maintains a recycling policy, and recycling bins are available. We ask that all renters utilize the recycling bins as marked and to please refrain from placing plastic bottles, aluminum cans, and other recyclable items in the regular trash cans. ***Contaminated cardboard such as pizza boxes are not recyclable.***

After-Hours/Weekend

After hour rentals are available, up until 9:00pm daily. Additional rates apply for room rentals outside of regular Gateway Research Park hours (8:00 am – 5:00 pm).

Insurance Coverage

All groups/individuals (“Lessee”) using space at Gateway Research must have a policy or policies of general liability insurance in the state of North Carolina providing coverage for personal injury and property damage.

This shall be in the amount, not less than *\$1,000,000 for each person or occurrence and \$2,000,000* in aggregate for personal injuries or death or property damage suffered by any person or persons arising out of the use of the Gateway’s facilities or the services provided with its use. The Lessee shall name Gateway Research Park, Inc. as named insured.

A copy of this Certificate of Insurance must be received by Gateway not less than ten (10) days prior to the event.

Gateway Research Park Meeting & Conference Room Policy and Procedures

- Reservations can be made by calling Gateway Research Park at 336-375-9232. The office will make every effort to respond to your request as quickly as possible.
- **Your reservation is not approved until you receive a confirmation notice from the Reservations Office. It is not advisable that you begin advertising your event until you have received this notice.**
- The Gateway Research Park facilities may be reserved during [regularly scheduled hours](#), which are 8:00am to 5:00pm, Monday to Friday and after hours through 9:00pm daily. **Use of the facilities outside of these hours will result in additional fees as outlined above. This fee is in addition to other charges that may be applicable. Saturday/Sunday rental fees are minimum daily rate. Fees are not pro-rated.**
- Early access may be available approximately 30 minutes before the meeting, provided no other groups have reserved the room. Please discuss this with Gateway prior to planning your event setup or arrival. It is essential that all meetings / events terminate at the appointed times to facilitate the next meeting / event.
- **A \$25 cancellation fee will be billed for all cancellations made less than 48 hours prior to meeting date/time.**
- Gateway Research Park maintains a quiet and enjoyable atmosphere for all of the Park's research tenants. All meetings, events and programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to the Park's tenants.
- Gateway's meeting spaces cannot be locked. Gateway is not responsible for the protection of equipment and supplies you drop off prior to your meeting or event.
- Setup and equipment needs should be included when making the reservation. Last minute request for equipment may not be honored.
- Storage space is not available. Gateway Research Park will not be responsible for any materials or equipment left in the building overnight, during breaks or after events. Any items left will be disposed.
- With notice, Gateway Research Park will provide table and chair arrangement prior to your event. **The reserving organization will be charged for damages that occur to Gateway equipment, including all A/V, tables, chairs, etc.**
- **FOOD POLICY:** Gateway Research Park *does not have a catering kitchen, nor do we provide food service*. An ice machine, vending machine and soda machine are available. Groups planning to use facilities at Gateway involving any food service must notify Gateway of that fact at the time the reservation is made and groups should be prepared to provide all items necessary for food and/or beverage service. ("Food" includes such things as snacks, soft drinks, other hot or cold beverages, receptions, banquets, meals, luncheons, dinners, brunches, desserts, etc.).

- Groups are expected to leave the area clean and in good order. If the area is not cleared of all food items, supplies and equipment immediately following the function, an additional clean-up fee will be charged to the organization.
- Ice or excess liquids are not to be poured into urinals, toilets, or disposed of on lawns or garden beds. Groups will be billed for any damage to these areas resulting from ice or liquids.
- Provision for supplying table cloths, utensils, serving dishes, cups, glasses, etc., usually considered necessary for serving refreshments, is the responsibility of the sponsoring organization. Gateway Research Park has no facilities available for food preparation, cleaning, storage, heating or cooling. No catering kitchen is available for use. Groups may not bring in appliances for use.
- Gateway Research Center is not responsible for any losses or injuries suffered by any person as a result of a room reservation and / or activities sponsored by the reserving organization. These incidents should be reported immediately to the staff of Gateway Research Park.
- Gateway Research Park is a smoke-free area. Any use of fire producing articles, i.e., candles, incense, matches, etc. is prohibited.
- Use of firearms, illegal drugs and illegal gambling devices are not permitted at any time within the building.
- It is expected that outstanding balances will be settled in a timely manner. Balances that are delinquent may result in a cancellation of current reservations and a loss of reserving privileges for future reservations.
- Violations of the Gateway Research Park policies may result in the loss of privileges, or charges or both, whichever is appropriate.
- All decorations must be approved in advance and preferably at the time of the reservation. The use of any combustible materials, including (among others) crepe paper, streamers, banners, leaves, trees, moss, hay, straw, etc., is prohibited. Decorations may not be attached in any manner to curtains, drapes, and furnishings, plaster walls, doors or windows. Glitter or confetti may not be utilized in decorating.
- Items may not be stapled, nailed, tacked or glued. Only drafting or painters tape or other non-destructive sticking materials may be used. Candles and open-flame devices may not be used for decorations. Other than floral arrangements for tables, live or cut greenery for decorating purposes is prohibited.

- The service and consumption of alcoholic beverages is strictly regulated by North Carolina law. All persons using Gateway Research Park meeting facilities are charged with compliance with these laws. Noncompliance may subject Gateway Research Park to legal liability. In order to ensure against violations of the law, the possession, service, and consumption of alcoholic beverages on the premises is subject to Gateway Research Park's Alcoholic Beverage Policy and Procedures.

All University-related groups will also be required to adhere to their respective campus policies regarding alcoholic beverage service and consumption. Please review each University's respective policy for more details and instructions for completing this process (links below).

North Carolina A&T State University

http://www.aggieeventcenter.com/docs/Alcohol_Policy.pdf

The University of North Carolina at Greensboro

<http://policy.uncg.edu/alcohol/>

I understand and will adhere to these policies and regulations. I understand I am the responsible party for room(s) and the event(s) that takes place. I know that failure to do so may cause me to lose future meeting room privileges and possibly incur justified fees. I understand I will be billed \$25 for any cancellations occurring less than 48 hours prior to event/meeting.

Signature of Requestor _____

Date _____

Signature of Responsible Faculty/Staff Member (if applicable) _____

Date _____

Billing Contact:

Name: _____

Address: _____

Address: _____

Phone: _____

E-Mail: _____



Meeting / Conference Room Rental Checklist

Please complete the following information and return to Lettie Cobb at 217-5151 (fax) or by email (lettiec@gatewaygso.com). Thank you.

ABOUT YOUR MEETING:

Room Requested: _____

Event: _____

Sponsoring Organization: _____

Contact Person: _____

Contact Telephone: _____ Contact E-Mail: _____

Number of attendees: _____

Time of Event:	Start	_____	A.M. / P.M.
	Break	_____	A.M. / P.M.
	End	_____	A.M. / P.M.

Signature: _____

Date: _____

FOOD AND BEVERAGES:

Yes, we plan to serve food and beverages during the event. If you would like a list of recommended caterers, please let us know.

- Breakfast
- Lunch
- Dinner

No, we will not be serving food/beverages.

AUDIO VISUAL EQUIPMENT:

- LCD Projector (ceiling mount)
- Projection Screen
- Overhead Sound
- Stand Alone Podium with Built-in Sound
- Flip Chart Stand (1)
- Whiteboard
- Polycom Conference Phone
- Wireless Internet
- Extension cord (max. 4)
- Television with DVD/VCR Combo

Tables

Please indicate quantity of tables required:

- Qty. _____ 30" x 60" Rectangular (max. 24)
- Qty. _____ 30" x 72" Rectangular (max. 10)
- Qty. _____ 18" x 72" Rectangular (max. 20)

- Chairs**, unpadded (max. 50)

Please indicate quantity of chairs required: Qty. _____

The following items are unavailable and must be supplied by the user or group for their respective function.

35mm slide projector

Batteries

Flip charts and permanent markers

Laptops, desktops, and monitors

Lavalier or handheld microphone

Lectern

Name badges

Office supplies (*such as pens, pencils, note pads, paper clips, binder clips, Post-It notes, staplers, scissors, rulers, tape*)

Overhead projector

Power strips and/or surge protectors

Presentation or Laser pointers

Radio / CD or cassette tape players

Remote control cord

Barfield and Kernodle Room Diagrams *(not to scale)*

Please check the box indicating the desired room setup.

