



Meeting Facilities Rental Policies and Procedures South Campus

Gateway Research Park's South Campus offers one training room in Research Facility One ("RF1"), which can be reserved for meetings or events on a first-come, first-served basis. Priority use is given to tenants of Gateway Research Park; non-tenants can reserve these rooms, subject to availability. The maximum occupancy for this room is 35 people.

This area 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.

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

General Liability Insurance

All groups/individuals ("Lessee") using space at Gateway Research Park **must have in place 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 acceptable form of this documentation is a Certificate of Insurance showing evidence of general liability and property and casualty insurance to cover the event and use of Gateway Research Park facilities.

The reserving group/individual ("Lessee") Lessee shall name Gateway Research Park, Inc. as the named insured on the COI.

Insurance may also be required for University-related events including those:

- University-related events held at Gateway Research Park and are co-sponsored with another organization
- University-related events which bring vendors or performers to campus

The Certificate of Insurance should be provided at least **ten days** prior to the event, to:

NicholeF@GatewayGSO.com

Gateway Research Park
2901 East Gate City Blvd., Suite 2500
Greensboro, NC 27401-4904

For any event where alcohol is served, **a Certificate of Insurance showing evidence of alcohol liability coverage must also be provided (typically through the caterer).**

Audio / Visual Equipment

The following equipment is available and included in your rental rate, when available:

- LCD Projector (ceiling mount)
- Screen
- Wireless Internet
- Tables, Rectangular (A)
- Chairs (A)

(A) Gateway 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 signage, laptops, batteries, power strips, presentation remotes, pointers, adapters or extenders (HDMI to VGA, DVI to VGA, etc.), flip chart stand and paper, markers, and all other office supplies, as these are not provided by Gateway Research Park.

Food / Beverage

Gateway Research Park does not provide food or beverage service of any kind.

THERE ARE NO CATERING KITCHEN LOCATED AT EITHER GATEWAY CAMPUS. LIMITED SPACE FOR CATERING PREP IS AVAILABLE. A list of caterers who have provided service at our South Campus can be provided upon request.

Trash / Recycling

All individuals/groups renting a conference room are responsible for clearing off tables and ensuring that all trash items are properly disposed of prior to departing the room. Excess liquids should be disposed of in the training room sink.

Gateway Research Park maintains a recycling policy, and a recycling bin is available in the training room. We ask that all renters utilize the recycling bin 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 cannot be recycled.***

After-Hours/Weekend

Regular room rentals are available Monday to Friday between the hours of 8:00am–5:00pm. Additional rates apply for room rentals outside of regular Gateway Research Park hours. No after hour rentals are available beyond 9:00pm daily.

For pre-approved weekend events, caterers are required to empty trash receptacles. This will ensure tenants are not subjected to food smells and overflowing trash upon arrival at the facility on Monday mornings. Weekend use will be subject to a security guard fee and a janitorial fee.

Gateway Research Park Meeting Facility Policies and Procedures

- Reservations can be made by calling Nichole Funderburk at Gateway Research Park at 336-375-9232. She will make every effort to respond to your request as quickly as possible.
- Your reservation has not been approved until you have received a confirmation notice. It is not advisable that you begin advertising your event until you have received this notice.
- The Gateway Research Park conference room 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 room 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 before the meeting, provided no other groups have reserved the room. For early morning meetings, the main doors of the building are unlocked at 7:00am. There is no access allowed before 7:00am. Setups may occur the day before provided the room is not in use. 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 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 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. Provision for supplying tablecloths, utensils, serving dishes, cups, glasses, etc., usually considered necessary for serving refreshments, is the responsibility of the sponsoring organization.

THE RESERVING ORGANIZATION ACKNOWLEDGES IT WILL BE CHARGED FOR LOSS AND 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.**

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.).

Again, Gateway Research Park has no facilities available for food preparation, cleaning, storage, heating or cooling. No kitchen is available for use.

Groups may not bring in appliances for use.

Electrical or gas devices, which produce heat for cooking or sautéing are **ABSOLUTELY NOT ALLOWED**. This would include items such as hot plates, burners, grills, cookers, fondue pots – to name a few.

Aluminum or stainless steel chafing dishes with accompanying chafing fuel (sterno) are allowed for the heating or warming of food.

- 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.
- 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, a fee may be charged to the organization.
- **ALL DECORATIONS MUST BE APPROVED IN ADVANCE** and preferably at the time of the reservation. The use of any combustible materials, including (among others) plants, trees, leaves, crepe paper, streamers, banners, 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 painter's 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.
- Gateway Research Park 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 facility. Smoking urns are located outside 25 feet from the building perimeter. Any use of fire producing articles, i.e., candles, incense, matches, etc. is prohibited inside and outside the building.

- 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.
- Groups will be responsible for the replacement of any missing equipment and/or damaged items.
- Violations of the Gateway Research Park policies may result in the loss of privileges, additional charges or both, whichever is appropriate.

ALCOHOLIC BEVERAGE POLICY

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.

The purpose of this policy is to establish procedures for private events where alcohol will be served.

- Alcoholic beverages are defined as beer, unfortified wine, fortified wine, and spirituous liquors.
- Alcoholic beverages can only be served by approved caterers who have the necessary licensure from the North Carolina Alcohol and Beverage Control Board and have appropriate liability insurance.
- The maximum length of any bar service for any event is two (2) hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event.
- Alcohol may only be served with food, proportionate to attendance, and done so in accordance with all applicable laws.
- No keg beer or straight alcohol "shots" are permitted to be served at any rental event.
- Alcoholic beverages may served yet cannot be sold. To tab or cash bars are allowed.
- Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of any deposit and possible early closure of the event.
- All guests are required to be able to provide a valid ID to be served. No one under the age of 21 will be served alcohol. Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately.
- Alcoholic beverages are allowed in the rental rooms only. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement. Beverages containing alcohol are not allowed to leave the premises and must stay inside the building.

- Security guard service will be required when alcohol is served and will be paid for in advance.
- No drinking of alcohol is permitted during clean-up.
- No noticeably intoxicated person will be allowed to attend any event or will be served an alcoholic beverage. Noticeably intoxicated persons will be asked to leave the event/facility.
- Caterers must maintain control of alcohol and the bar service area at all times. Caterers and/or their staff must provide the liquor, carry the liquor, supervise the liquor and or liquor/bar, and be responsible for pouring and serving the alcohol at all times. At no point are self-serve alcoholic beverages to be left on a table or poured by attendees.
- Caterers and their staff providing alcoholic beverage service are the only ones allowed to carry and/or bring in alcohol of any kind into the building. **Renters may not provide alcohol to be served at events, and guests/attendees may not bring alcohol into the building at any time.**
- Non-alcoholic beverages will be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
- Any violation of alcohol use policies may result in the closure of event.

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 regarding this process.

Gateway Research Park Acknowledgement of Policies and Procedures

I understand and will adhere to these meeting 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 for any additional cleaning, repair or replacement charges relating to any Gateway University Research Park equipment that we utilize and occupy.

I understand I will be billed \$25 for any cancellations occurring less than 48 hours prior to event/meeting.

I acknowledge responsibility for adhering to the alcoholic beverage policy, licensing and permitting requirements and acknowledge the appropriate permits will be in place for this event.

I acknowledge our group / organization will be responsible for payment of the facility rental fee indicated below.

Signature of Requestor _____ Date: _____

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

Date: _____

Billing Contact:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

For Gateway Use Only

Facility Rental Fee

Date of Event: _____

Total Rental Fee: _____

Signed By: _____

Title: _____

Date: _____





Meeting / Conference Room Rental Checklist

Please complete the following information and return to Nichole Funderburk at 336-217-5151 (fax) or by email (nicholef@gatewaygso.com). Thank you.

ABOUT YOUR MEETING:

Date of Event: _____

Event Name: _____

Sponsoring Organization: _____

Registration Fee Per Person (if any): \$ _____

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.

Breakfast

Lunch

Dinner

No, we will not be serving food/beverages.

If you would like a list of recommended caterers, please let us know.

AUDIO VISUAL EQUIPMENT:

- LCD Projector (ceiling mount)
- Projection Screen
- Overhead Sound
- Wireless Internet
- Power strip / extension cord (max. 4)

2600 – RF1 GATEWAY TRAINING / CONFERENCE ROOM

Qty. _____ 18" x 60" Rectangular Table (max 15)
Qty. _____ Chairs, unpadded (max. 35)
Qty. _____ 36" x 72" Rectangular Table (max 3)

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

35mm slide projector

Adapters or Extenders (DVI to VGA, HDMI to VGA...)

Batteries

Directional Signage

Easels

Ethernet cables

Flip chart stand, paper and permanent markers

Laptops, desktops, and monitors

Lectern

Linens

Handheld Microphone / Lavalier Microphone

Name badges

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

Overhead projector

Power strips (as noted above, Gateway can supply up to 4 power strips)

Presentation Pointers or Lasers

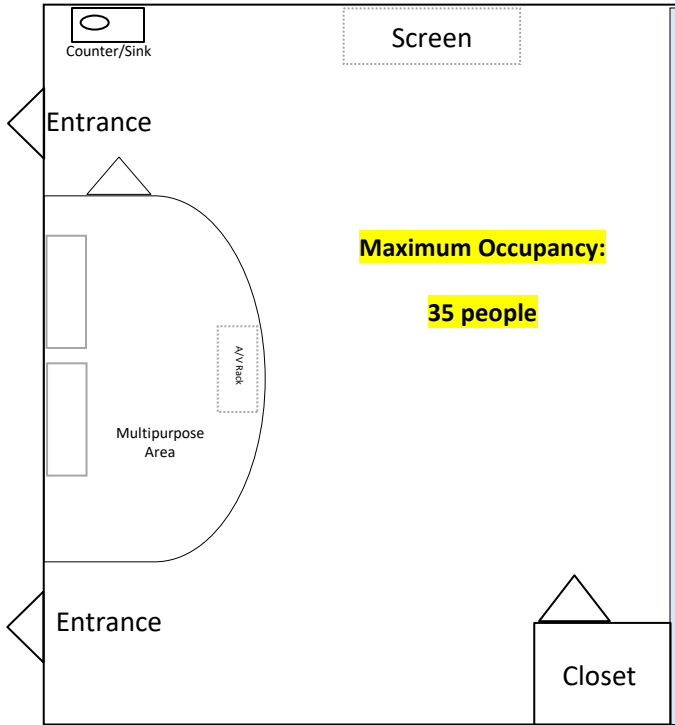
Radio / CD or cassette tape players

Remote control cord

Television / DVD player

2901 East Gate City Blvd. RF1 Conference / Training Room (Suite 2600) - DIAGRAM *(not to scale)*

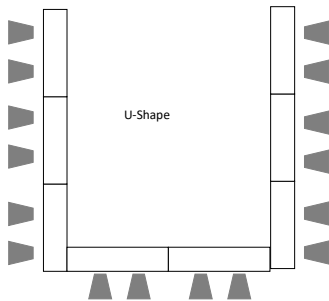
Please check the box indicating the desired room setup.



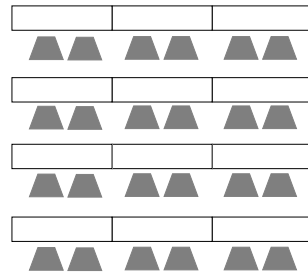
Available Tables/Chairs
(extra quantities must be rented by reserving entity)

Chairs = 35
18" x 60" Tables = 15
36" x 72" Tables = 3

U-Shape

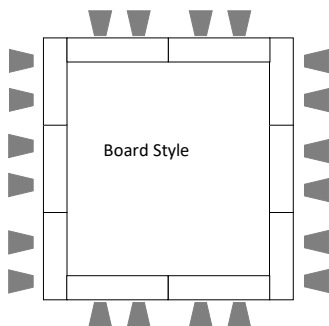


Classroom Style

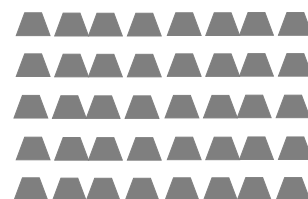


Classroom

Board Style



Theatre Style



Theatre