



# SPACE RENTAL AGREEMENT

PREPARED FOR \_\_\_\_\_

CONTACT Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

EVENT NAME \_\_\_\_\_

DATE(S) OF EVENT \_\_\_\_\_

TIME OF EVENT \_\_\_\_\_

ANTICIPATED NUMBER OF PARTICIPANTS \_\_\_\_\_

ROOM(S)  Learning Lab \$475  Conference Room \$475  Learning Lab & Conference Room \$800

*Note: If your company qualifies as a non-profit under 501©3, you will receive a 10% discount*

SET-UP (Example: learning lab, existing set-up; conference room, classroom for 24, four per table)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EQUIPMENT REQUEST

- LCD Projector
- VCR/DVD Player
- Flip Chart
- Overhead Projector
- Wired Internet
- Wireless Internet
- Teleconferencing
- Document Camera
- Interactive Whiteboard
- Presenter Laptop
- Videoconferencing
- Microphone (Wireless and Wireless Lavalier)
- Remote Access to Meetings (GoToMeetings, Skype, etc.)

### ADDITIONAL STAFF RESOURCES

TCEA requires at least one staff person to be onsite during all space rentals

- Onsite staff person during business hours (8am-5pm weekdays; included in fee)
- Onsite staff person during non-business or weekend hours \$20/hour (or flat rate of \$160/day)

### PAYMENT

Contract must be submitted to secure reservation. Full payment is due by the date of the event. Make checks payable to Texas Computer Education Association. A credit card authorization is on the last page of this agreement.

This contract constitutes an agreement between TCEA and the company named above. The undersigned represent that they are authorized to sign and enter this contract. This contract is subject to the policies and procedures that accompany this contract. This contract is considered tentative pending the return of this signed agreement and full payment of rental fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



## RENTAL POLICY AND PROCEDURES

The Rental Policies and Procedures apply to all events held at the TCEA Facilities.

### USE OF SPACE

The facility is not available for political, religious, or fund-raising programs or activities.

### RESTRICTED AREAS

Contractee is notified that the building is a working office for TCEA staff. Attendees should be made aware that the public areas and offices are off limits during the event. We have designated quiet areas on our private back porch or in the kitchen for personal calls or business.

### STORAGE SPACE

Due to limited storage space, we will not accept shipments more than three business days prior to the event. No items may be stored overnight without prior approval. Any non-approved items will be regarded as trash and removed.

### LOADING DOCK

The loading dock is strictly for loading and unloading. The contractee is free to use the loading dock before, during, and after the event, as long as they receive prior approval.

### PARKING

Free parking is available in both the front and the back of the building for all events.

### DAMAGED PROPERTY AND EQUIPMENT

Contractee shall be responsible for expenses associated with excessive clean-up of function space, repair and/or replacement of damaged equipment.

Any equipment that TCEA does not provide should be arranged by the contractee. TCEA will not set up, maintain, or troubleshoot any outside equipment and is not responsible for damages associated with it.

### PAYMENT ARRANGEMENTS

TCEA accepts Visa, MasterCard, American Express, and company checks for payment. Full payment is due before the date of the event.

### ADDITIONAL SERVICES

Additional services will be billed to the credit card on file. Additional services may include, but are not limited to, facsimile transmittals, photocopying, and additional supplies.

### CATERING AND ALCOHOLIC BEVERAGES

No food and beverage may be brought into the facility unless approved by TCEA. Under no circumstances is alcohol to be served or consumed in facility or on property.

### CANCELLATION POLICY

Cancellations must be submitted to TCEA in writing. The following cancellation policy will apply:

- 30 days prior to the event date: a full refund will be given
- 14 - 29 days prior to event date: 25 percent of the total rental fee will be retained by TCEA.
- 0 - 13 days prior to the first date of the event: No refunds will be granted to cancellations received 13 days or less from the first day of the event.

### INDEMNIFICATION

Contractee agrees to indemnify and hold harmless TCEA, its officers, board of directors, and employees, and incurs and assumes responsibility from any and all actions, losses, damages, claims, or liability that may occur as a result of the holding of the scheduled event.

### AMENDMENTS TO CONTRACT

All points not covered herein are subject to settlement by the Association, and the Association reserves the right to make such changes, amendments and additions to this contract.

If legal action is required to enforce this contract, the prevailing party is entitled to recover reasonable attorney fees, administrative costs, costs of court and any other expenses incurred in enforcing the contract. This agreement shall be governed by and construed in accordance with the laws of the State of Texas, County of Travis. Venue for any action under this contract shall be in Austin, Travis County



## LEARNING CENTER AND COMPUTER LAB

Host your next training session or meeting at TCEA, located in Northeast Austin. The facility features both a learning center conference room and a computer lab equipped with the latest technology, including 1,565 square feet of meeting space.

### TCEA COMPUTER LAB

The state-of-the-art computer lab includes 18 workstations and a conference table seating up to 12 people equipped with the latest software. Please note: Lunch cannot be served in this room. You may reserve the Learning Center for food and beverage service.

### COMPUTER LAB SOFTWARE

Computers in the lab have basic software pre-loaded. Please let us know which software you need so we can ensure the lab is ready for your use. In some cases, you may be asked to provide requested software with proof of license to use or the direct link if it is an evaluation or free download.

#### Software Requested

*Identify title, version, and relevant information*

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### EQUIPMENT/HARDWARE

- All desktops computers in the computer lab room are Pentium 4 Dell computers with 1 GB Ram
- USB ports available on desktop computers and monitors
- Two LCD projectors mounted on the ceiling; remote control for projector access
- Two retractable white screens for display at the front of the room
- Two white boards located at the front of the room
- SMART interactive whiteboard located at the front center of the room
- Wireless/Bluetooth tablet
- Lectern
- Microphone (wireless and wireless lavalier)
- Advanced audio-visual equipment

### CONNECTIVITY

- Wired T3-100MBPS
- Wireless-56MBPS

### TCEA LEARNING CENTER

The spacious layout allows for a variety of seating arrangements. The Learning Center has upgraded executive-style conference chairs for a comfortable environment and accommodates up to 50 participants.

### EQUIPMENT/HARDWARE

- One LCD projector mounted on the ceiling; remote control for projector access
- One retractable white screen for display at the front of the room
- One large white board at the front of the room
- SMART interactive whiteboard located on the back center wall
- Tablet
- Microphone (wireless and wireless lavalier)
- Lectern
- 23 tables
- 50 executive-style conference chairs

### CONNECTIVITY

- Wired T3-100MBPS
- Wireless-56MBPS

### KITCHENETTE

- Large counter space (ideal for buffet line or for displaying collateral materials)
- Microwave
- Single serve coffee machine
- Small refrigerator
- Small counter top with filtered water dispenser, water, and cups
- Medium counter top

### PATIO ACCESS

- Covered patio with four tables and chairs
- Benches
- Barbeque grill

### CONFERENCE ROOM SET UP

- 23 tables
- 50 executive-style conference chairs

### PLEASE DESCRIBE THE SET UP NEEDED

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## CATERING OPTIONS

No food and beverage may be brought into the facility unless approved by TCEA. Under no circumstances is alcohol to be served or consumed in facility or on property.

The TCEA Training Facility recommends catering services from Jason's Deli, Bill Miller's, Central Market, Garden Spot, Eat Out In, and Alonti's Catering Cafe. Once approved by TCEA staff, you may coordinate directly with the vendor to secure food, delivery, and payment.

Alonti's Catering Café  
www.alonti.com  
Phone order at 512 614 2938  
 Individual Meals  
 Buffet  
 Boxed Lunches

Bill Miller's  
www.billmillerbbq.com  
Phone order at 512 926 3502  
\$25 delivery fee,  
 Individual Meals  
 Buffet

Central Market  
www.centralmarket.com  
Phone order at 512 206 1024  
 Boxed Lunch

Eat Out In  
www.eatoutin.com  
Phone order at 512 346 9990

Garden Spot  
www.garderspotcafe.com  
Phone order at 512 835 1985  
 Individual Meals  
 Buffet

Jason's Deli  
www.jasonsdeli.com  
Phone order at 512 453 8666 or online  
 Boxed Lunch  
 Buffet

TCEA requires that catering be ordered from the above preferred vendors. For additional consideration, please contact Meaghan Rhame at 512 476 8500 or [mrhame@tcea.org](mailto:mrhame@tcea.org).



## CREDIT CARD AUTHORIZATION

I authorize TCEA to charge my credit card as PAYMENT in the amount of \$\_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

PLEASE RETURN TO  
Meaghan Rhame  
Texas Computer Education Association  
P.O. Box 141759  
Austin, Texas 78714-1759  
Phone 512 476 8500  
Fax 512 476 8574  
[mrhame@tcea.org](mailto:mrhame@tcea.org)