

North Custer and Lemhi County
Economic Development Corporation

803 Monroe Street
Salmon, ID 83467

SALMON VALLEY BUSINESS & INNOVATION CENTER
RENTAL CONTRACT AND ROOM RENTAL POLICY

Phone: 208-756-1505 ~ Fax: 208-756-1506

E-mail: dianek44@centurytel.net

www.biggreenbuilding.com

While the Salmon Valley Business & Innovation Center is primarily an education and business facility, but there are times rooms are available for other activities,

Organization Water Resources Date 8/17/06

Person Responsible Charla Cox Telephone # 525-7161

Date Requested 9/26 & 27 Time 9-5 Number of People 60

X Billing Address _____

Room Rental Cleaning/Security/Key Deposit

☒ Meeting with less than 20 people, no food and drinks (not to exceed 4 hours)	\$25.00
☒ Meeting with more than 20 people, food and drinks (not to exceed 4 hours)	\$50.00
☒ Meeting/event with more than 20 people, food and drinks (4 or more hours)	\$75.00

Cleaning/Security Deposit refundable bases on Room Rental Agreement Compliance (read carefully)

Room/Equipmentw Rental Fees	Charge	Addition Chg	Total Amount	Paid
Board Room (2-4 hours)	\$25			
Additional hours @ \$5/hour				
X Room 123 (up to 4 hours) Other <u>X 2 days</u>	\$75 = 150 ⁰⁰			
X Additional hours @ \$10/hour <u>"</u>	<u>40</u> - out by 5:00 P.M Both days			
X Cleaning/Security/Key Deposit <u>of other side</u>	<u>50 refundable</u>			
Additional Break Room/Kitchen Facilities usage (Break Room/Kitchen usage is a refundable amount if facility is cleaned of all trash, tables are clean and furnishings are returned to their original placement)	\$25			
* Projector/screen	\$75			
* Phone line/Speaker Phone (local)	\$45 @ <u>Bring our own phone</u>			
Flipchart & markers	\$20			
White board & markers	\$10			
Other				
Total Charges including deposit	<u>\$280⁰⁰</u>	<u>150⁰⁰</u>	<u>(Refundable 50⁰⁰ deposit)</u>	

Requirements to Hold Room Your room reservation is confirmed upon receipt of the signed Contract and Room Rental Agreement, the total room charge, equipment rental fee (if applicable), and cleaning/security/key is paid. (Note: additional equipment rental on day of function must be paid on the day of function). Make checks payable to SVBIC Rental.

* All day rental

Received Time Aug. 17. 10:41AM

Diane

RENTAL CONTRACT AND ROOM RENTAL POLICY
PAGE 2**Room Rental Policy**

OPERATIONAL CONDITIONS: Business Hours: Monday – Friday, 8:30 – 5:00 pm. Advance set-up and cleanup must be accomplished within these hours.

CLEANING/SECURITY DEPOSIT: You will be responsible for the following policies. We will do a walk through with you when you reserve a room. A cleaning/security/key deposit will be charged (amount will vary based on the room being rented and activity planned) for all room rental, including non-profit organizations. If the room requires cleaning, or if the room or equipment requires repair due to negligence on behalf of the rental party, a portion or all of the deposit will be retained by LCEDC for such work. The rental party shall be responsible for damages or repairs that exceed the base cleaning/security/key deposit.

YOUR CLEANING/SECURITY/KEY DEPOSIT WILL BE RETURNED IF ALL 10 ITEMS BELOW ARE COMPLIED WITH. THERE ARE NO EXCEPTIONS TO THIS POLICY OR YOUR DEPOSIT WILL BE FORFEITED. PLEASE INITIAL ITEMS 1 -10 TO ACKNOWLEDGE.

- ___ 1. Be considerate of the noise from your room; others are conducting business and/or classes. If you have children in your party please keep them in your area/room and supervised.
- ___ 2. Food & non-alcoholic beverages are permitted with advanced arrangements, the computer and distance learning labs are strictly "no food and beverage areas". Please make prior arrangements if you are having food brought in; we have a nice break room and an outside patio (when weather permits) designated for this use.
- ___ 3. If trash baskets are used they **must be taken out** and put into the large trash containers (not next to) in the break room or to the trash dumpster outside near the northeast corner of the building. Take all your notes with you.
- ___ 4. Return the room as you found it, **chairs and tables returned in their original places**. If the tables are marked up, clean them.
- ___ 5. If you use the easel pads/flip charts take the used paper with you, if you use the white board, erase it.
- ___ 6. The floors in the same condition as you found them, clean of all debris.
- ___ 7. Bathrooms must be left in good condition.
- ___ 8. The SVBIC is a non-smoking facility; there are designated smoking areas outside of the building.
- ___ 9. Turn off the lights in the room and the reception area when you leave the building. Emergency lights will switch on automatically. The light switch for the reception area is on the wall across from the reception desk.
- ___ 10. If you checked out a key it must be returned.

Approved/Accepted by

Ernest Carlsen
Print name of Responsible PartyErnest Carlsen
Signature18-17-06
Date

Approved/Accepted by

/
Print name of LCEDC Representative/
Signature/
Date

* * * Memory TX Result Report (Aug. 17. 2006 4:23PM) * * *

1) Idaho Dept. of Water Resources
2)

Date/Time: Aug. 17. 2006 4:21PM

File No. Mode	Destination	Pg(s)	Result	Page Not Sent
8599 Memory TX	912087561506	P. 3	OK	

Reason for error

E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

E. 2) Busy
E. 4) No facsimile connection

STATE OF IDAHO
DEPARTMENT OF WATER RESOURCES
EASTERN REGION
IDAHO FALLS ID
208-525-7161 - PHONE
208-525-7177 - FAX

TRANSMITTAL COVER SHEET

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