



RESERVATION AGREEMENT 2024 – Conference Room

Applicant Name: _____ Title: _____

Name of Organization: _____ Private _____ Non-Profit _____

Address (Street, City, State, Zip): _____

Telephone: (W) _____ (C) _____ Email: _____

Name(s) of Person(s) Responsible for and throughout the Event: _____

Activity: _____

Date of Use (MM/DD/YY): _____ Hours of Use: from _____ to _____

Number of people that will be in attendance (Please see Policies and Conditions below) _____

*Will you serve food? _____ *Will you serve Alcohol? _____

*If Yes to the questions above, please attach the detailed information.

*Caterer's Name and Contact Number: _____

Is the activity intended to serve the community? _____ Is the activity open to the public? _____

Rental Fee:

	All Day	Half Day (4hrs)
Private Organization	\$1,000	\$600
Non-Profit Organization	\$800	\$500

Security Deposit: \$300 for the “Clean-up” (Please refer to the Policies/Conditions for USE)

****Please send TWO different checks, one for Rental Fee and one for Security Deposit.**

Check Payable to: **“Korea-U.S. Science Cooperation Center”**

COURT ENFORCEMENT

The applicant will save KUSCO, the lessor and KUSCO's and lessor's officers, employees and agents completely harmless on any and all claims whatsoever arising out of the use of conference room, including any liability of death, personal injury or property damage, whether incurred by the lessor, lessee (or member if lessee is an organization or group) or by any and all third parties.

PAYMENT AND RESERVATION

This agreement, accompanied by fee, must be signed by the applicant and approved by KUSCO before the reservation can be confirmed. I have read this agreement and the Policies and Conditions on reverse of this form and agree to abide by their terms.

Signature _____ **Date** _____

Mail Form and Check to: **KUSCO,1952 Gallows Rd, Ste 202, Vienna, VA, 22182**

or email info@kusco.org

POLICIES/CONDITIONS FOR USE

Conference room may be reserved by private and public groups, civic and service associations, and individuals. To reserve the room the “Reservation Agreement” must be used. The following outlines policies and conditions governing the use of the room and the fees for the use of the room.

† COOKING OF FOOD IS NOT PERMITTED.

† RESPONSIBILITY

Applications will be approved for adults who are at least 21 years of age and who accept responsibility for supervision throughout the period covered by the agreement.

† PERSON(S) IN CHARGE

Name(s) of person(s) who will be on the scene and in charge at the room throughout the course of the activity must be identified to the KUSCO Representative present. Only those persons specified by applicant will be permitted to make additions or changes to the signed agreement.

† CAPACITY – CONFERENCE ROOM WILL ACCOMMODATE UP TO 75

† TIME LIMITS

The conference room is available for rental daily until 12 am, with the exception of days that may be excluded by the City Council. Reservations are taken up to one month in advance.

† ARRIVAL AT THE ROOM

KUSCO Management must be informed of the arrival time of the caterer. Allow enough time for caterer to set up and clean up when establishing rental time. Caterers and others must be instructed not to arrive before the contracted rental time. Deliveries of rental equipment, cakes, flowers, etc., must be made during the rental period.

† CANCELLATIONS

A full refund will be made if cancellation is made 3 days prior to the use date, and a half refund will be issued if cancellation is made on the date.

† ALCOHOLIC BEVERAGES

Alcohol may be served in the conference room provided the user complies with all ABC Board Regulations.

† DECORATIONS

No decorations or other items may be tacked, taped or affixed in any way to the walls, pillars, beams or any other surface of the building inside or out. No birdseed, rice, confetti, etc., may be used inside or outside the building.

† OPEN FLAMES

The use of burning candles, chafing dishes and similar open flames sources must be approved by KUSCO Management prior to event. Electrical outlets are available throughout the building.

† **SMOKING**

Smoking is prohibited throughout the entire building.

† **INJURIES**

User is responsible for all injuries to all guests. KUSCO reserves the right to require the user to furnish a “Certificate of Insurance for Public Liability Insurance” in the limit of \$500,000 with coverage included to cover the sale or serving of alcoholic beverages.

† **DAMAGES**

The user is responsible for all damages to property and equipment. Buildings and grounds will be reviewed prior to and after use by the user’s representative and KUSCO Management individual present to determine conditions and any potential damage charges. Marring or staining of the floor or any other surfaces of the building is prohibited.

† **CLEAN-UP**

The user or user’s caterer will be responsible for set up that will insure minimizing the chance of damage to the floors through spillage. Plastic sheeting must be put on the floor at points where beverages or ice containers are located. All liquids and/or ice must be contained in watertight containers (not trash bags). User or user’s caterer must remove all food and equipment immediately after the event unless prior arrangements have been made by KUSCO Management or additional charges will be applied. Trash must be removed from the building and placed in the dumpster in the back of the building. The facility must be returned to its original condition afterwards; if otherwise, your Deposit will NOT be returned.

† **VIOLATION OF LAW**

Violation of any laws prevailing in Fairfax County by any person while in attendance will be sufficient grounds for termination of the event, with forfeiture of fee.

† **FAILURE TO COMPLY**

Failure to comply with these policies and conditions will result in immediate termination of the event, with forfeiture of fee.

I have read the Policies and Conditions on this form and agree to abide by the contract terms.

<p><i>Signature</i> _____ <i>Date</i> _____</p>
