



**Big Brothers
Big Sisters®**

200 South Marshall Street
Winston-Salem, NC 27101

(336) 724-7993
Fax: (336) 724-5779

www.bbbsnc.org

BIG BROTHERS BIG SISTERS SERVICES MEETING SPACE RENTAL AGREEMENT AND CONTRACT

Event Date: _____ Set-Up Time: _____ Event Start Time: _____ Event End Time: _____ Wrap Time: _____
 Event Name: _____
 Number of Attendees: _____ Event Space requested: _____
 Audio/Visual Needs: _____
 Name of Non-profit/Company using the space: _____
 Address: _____ City: _____ State: _____ Zip _____
 Contact: _____ Company: _____
 Primary Phone: _____ Secondary Phone: _____
 Email address: _____

TERMS OF USE AND NOTES:

Big Brothers Big Sisters Services' (BBBS) mentoring center is a drug-free and non-smoking facility at all times, and there are no exceptions. Our weekday business hours, which are Monday–Thursday 9:00 am- 5:00 pm and Friday from 9:00 am–4:00 pm. We reserve the right to request an opportunity to share brief information about our agency to groups utilizing our space. In order to make the space available to as many charitable groups as possible, Big Brothers Big Sisters has established the following general policies for our mentoring center use:

Eligibility: The Mentoring Center may be used for meetings and events by 501(c)(3) nonprofit organizations, charitable entities, partnering WS/FC Schools, or other groups approved by BBBS.

Availability: Meeting spaces are reserved on a first-come, first-served basis. Organizations may book rooms up to three months in advance and are allowed to use the space four times per the calendar year. Meeting spaces are available for use on Monday–Thursday 9:00 am–5:00 pm and Friday from 9:00 am–4:00 pm unless specified otherwise by Big Brothers Big Sisters Services.

Cost: Though there is no required fee for meeting space usage, we strongly encourage financial donations supporting Big Brothers Big Sisters Services' mission, to create and support one-to-one mentoring relationships that ignite the power and promise of youth. We accept cash, check and credit card payment. All checks should be written to Big Brothers Big Sisters Services, Inc. at 200 South Marshall Street. Winston-Salem, NC 27101.

Nature of the event: The Mentoring Center proudly serves our children, their families and the volunteers of our program. Use for commercial purposes or private parties is not permitted.

Acknowledged, Agreed and Authorized by Primary Contact/Renter: _____ Date: _____

Acknowledged and Agreed by Big Brothers Big Sisters Services: _____ Date: _____



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LIABILITY

Renter agrees to indemnify, defend and hold Big Brothers Big Sisters Services, its landlord, building owners, officers, employees, and agents harmless of and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by renter, its employees, and agents of alcoholic beverages at BBBS. In the event BBBS, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, the renter agrees to pay Big Brothers Big Sisters Services, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by Big Brothers Big Sisters Services including all collection expenses and interest due.

CATERING STANDARDS

We require that all catering arrangements be made solely through the organization responsible for using the meeting space. Big Brothers Big Sisters Services will not be responsible for any catering arrangements for your event. This includes, but is not limited to phone calls, the prep, the catering menu, the cooking, and the delivery or service and cleaning. linens, cups/glasses, plates, silver/plasticware, and all other essentials to catering services.

Kitchen Policy— Big Brothers Big Sisters Services' kitchen is for the use of staff, the children and their families, and the volunteers of our program. We do not provide dishes, glassware, pots, pans, knives, or utensils for meeting space usage. The kitchen will be provided in a clean condition and should be returned to a clean condition immediately following your event. A final walk-through with a member of our staff is mandatory at the close of your event. Please refer to checklists either attached to this document or with a BBBS team member.

Caterers and/or individuals responsible for the meeting space must remove all trash, and recyclables from the site. All trash, including sorted recyclables, must be collected, properly bagged, and removed by the caterer or individuals responsible for the meeting space usage. Failure to remove or clean will result in fees, to the caterer and will be charged to the caterer's credit card or rental party on file.



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EVENT AND MEETING SPACES

Spaces included in this rental agreement and contract:

1977 Room Empowered by Reynolds American

Named for the year of our first match and Reynolds American's financial support, your next meeting in our stylish conference room features an open glass view, with a touch of privacy, a 70" touchscreen monitor that includes the latest technology to stream, show presentations and more. This space is ideal for team-building, corporate board meetings or training sessions. This space seats 16.

Corner of Potential Empowered by The Winston-Salem Foundation

Named for the location in our building and The Winston-Salem Foundation's financial support, this space offers a warm, welcoming and fun place to gather, connect and collaborate. With three 40" monitors it's also ideal for video games, interactive and educational programs. This space seats 15.

The Family Orientation Space (2)

Designed for creativity and spunk, this unique space offers a non-traditional opportunity to collaborate, share ideas and think outside the box! This space can be customized to function for small settings. Each space seats 3.

The Big Potential Room Empowered by BB&T

Named for the unlimited potential use and BB&T's financial support, this space is our most functional and flexible. With the ability to be divided and set up in a variety of different ways, it can be used for meetings, workshops, training, demonstrations and much more. This space seats 50.

Hotel Office Space (2)

Designed to be used as a private office, guests can work, study, meetings, conference calls and more. Each space has 2 desks and seats 4.

SITE DECORATION

Every effort will be made to allow the renter to prepare decorations reflecting their creative requirements. No nails, screws, staples or penetrating items are to be used on our walls or floors. Glitter or foil (non-paper) confetti is not allowed on site. Only low tack tape is allowed on our floors and walls. Any damage will be charged after your event.

CONDUCT

There is absolutely no drug use or smoking of any kind tolerated on the premises or within 25 feet of the



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building including loitering or congregating outside on the sidewalk at any time during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Renter and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of Big Brothers Big Sisters team members shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases, refunds of gifts to the agency will not be available. During events using or selling alcohol, alcoholic beverages must not be taken outside the event space. All legal consequences and ramifications are the sole responsibility of the rental party and/or event space.

CANCELLATION

Big Brothers Big Sisters encourages the renter to provide a least a 2-day cancellation notice. No financial donations supporting our agency will be refunded. We understand that there are times the renter may forget or is unable to contact us within this timeframe. Should the renter ignore our 2-day cancellation multiple times, Big Brothers Big Sisters will not consider the renter for future space usage.

LOAD-IN/LOAD-OUT AND STORAGE

Big Brothers Big Sisters Services will not provide storage for items prior to or after each function. We are not responsible for any items left after meeting space usage.

CLEANING, TRASH, AND EQUIPMENT REMOVAL

Big Brothers Big Sisters Services will be in a clean condition prior to your event. Immediately following the event and prior to you leaving, you are required to return the space to the same clean condition in which it was found. All items/equipment must be removed immediately following your event.

CITY, COUNTY, STATE, AND FEDERAL LAWS

Renter agrees to comply with all applicable City, County, State, and Federal laws and shall conduct no illegal act on the premises. Renter shall not sell alcohol on the premises at any time. The renter may not serve alcohol to minors on the premises at any time. Renter agrees, for everyone's safety, to ensure that alcoholic beverages are consumed in a responsible manner. Big Brothers Big Sisters reserves the right, in its exclusive discretion, to expel anyone who, in its judgment, is intoxicated or under the influence of alcohol or drugs, or who shall, in any manner, do or participate in any act jeopardizing the rights, use permit, or insurability of Big Brothers Big Sisters or the safety of its staff, guests, or building contents.

ENTRY AND EXIT

Renter agrees that Big Brothers Big Sisters staff may enter and exit the premises during the course of the event. A representative of the Big Brothers Big Sisters team will be available during your entire event and may check periodically with the responsible parties to ensure everything is operating correctly. They will also be checking the restrooms, the overall premises, replenishing paper towels, toilet paper, and will be available for questions or to respond to needs or issues that may arise.



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BIG BROTHERS BIG SISTERS SERVICES MEETING SPACE RENTAL AGREEMENT AND CONTRACT LOST AND FOUND

Big Brothers Big Sisters take no responsibility for personal effects and possessions left on the premises during or after any event. We do, however, maintain a lost and found and will hold recovered items up to 5 business days. It is the sole responsibility of the renter to retrieve the items from the mentoring center.

PROMOTIONS AND COPYRIGHT

It is important to us that you have a fantastic and successful event. Should Big Brothers Big Sisters be engaged in the promotion or co-production of your event, it is imperative that we see and approve all marketing messages and communications. Before using our name, required approval must be obtained from our leadership team. We are happy to provide professionally created images and graphics of our space for promotional materials. We hope you will refer others here and are happy to answer any questions you might have about the types of events we do. We are also happy to personally welcome your guests and speak to them about our agency, the services we provide, the need for volunteers and/or financial support, our building, or its contents. A representative of Big Brothers Big Sisters (your event host) will be available during all events to answer questions about the space, its contents or about our upcoming events

Contact/Renter Initials: _____ Date: _____



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