



Space Usage Agreement

This Agreement between _____ (hereinafter referred to as "User") and Fayetteville-Cumberland Regional Entrepreneur & Business HUB (hereinafter referred to as "HUB") is entered into on this the _____ day of _____, 2023 under the terms and conditions stated below.

Definition

User shall be defined as the individual/company renting HUB space and their attendees/guests.

Room Rental

1. To reserve space, Users must complete a Space Rental Agreement Request Form.
2. Use of HUB space will be on a first come, first served basis, and must be reserved. Once reserved, the use will generally not be rescheduled or moved. However, Fayetteville State University reserves the right to move any activity to another space or reschedule that activity to accommodate the needs of the University.
3. HUB space is for business related purposes only. Personal events/activities are prohibited.
4. User and their guests must park in the lot in front of the HUB.

Room Usage

5. The conference rooms are set up with tables and chairs. The User shall be responsible for clean-up and the removal of the rented equipment and the return of the space to its pre-rental condition.
6. Should any additional equipment be required, the User must rent such additional equipment and return the equipment in proper working order.
7. Users are responsible for any damage to the facility, its contents, and fixtures. All damage must be reported immediately to the HUB staff. Costs associated with damages shall be borne by the User.
8. User shall ensure that no items are attached to the walls, ceiling, or any fixtures.
9. User shall assume all responsibility for all actions of their guest(s) and shall allow no unlawful or disruptive behavior. User is responsible for supervising the activities during the rental period.
10. Users may not solicit, raise funds, or engage in any fraudulent activities while using HUB space.

Food and Beverages

11. User may serve soft drinks and other light foods in the facility. Any other food or beverages must be provided by a HUB approved caterer. User is responsible for making arrangements with the approved caterer.
12. The serving of alcohol is not permitted.
13. User is responsible for clean-up and any damage resulting from the serving of food and beverages. The HUB reserves the right to bill User for User's failure to properly clean such areas.

Other Provisions

- 14. User may only use space that is specified in the Space Rental Agreement Request Form and common and public areas such as restrooms. Users may not use office work areas, staff computers, staff phones, or other areas not specifically outlined in the Agreement.
- 15. If copies are required, User may request that such copies be made by the HUB staff member located at the front desk.
- 16. While sympathetic with the difficulties parents may encounter in arranging supervisory care for their children, minors will not be allowed in HUB spaces due to risk of injury and possible disruption of HUB operations.
- 17. Only service animals will be allowed in the facility.

User agrees to abide by the above terms and conditions of this Space Rental Agreement and to indemnify and hold Fayetteville State University, the Fayetteville State University Bronco Development Corporation, their governing boards, officers, and employees harmless from and against all claims, liability, loss and arising out of the use of the HUB space.

_____	_____	_____
Signature of User	Printed Name	Date
_____	_____	_____
HUB Staff Approval	Printed Name	Date
_____	_____	_____
HUB Director Approval	Printed Name	Date