



# EDUSERC

## Conference and Training Center

1040 West Street  
Laurel, MD 20707  
(301) 498-2899

[www.eduserc.org/trainingcenter](http://www.eduserc.org/trainingcenter)

Directions: I-95 - Exit 33A - Left on Van Dusen Rd (0.1 mi) -  
Right on Sandy Spring (0.2mi) - Right on West Street

*~ A Corporate-Style Rental Facility ~*

Meetings – Trainings – Retreats – Special Events  
Free Parking – Free Wireless – Free A / V

### Meeting Rooms / Classrooms

With four (4) different size classrooms, you can host several small meetings, trainings and other types of special activities. Each room rental comes equipped with an LCD projector, wireless internet, white board, markers, easel and access to printing if necessary.

Rooms range from 88 – 144 square feet.



### Presentation Area

Our facility has an open and variable presentation room fully equipped for large meetings or technology trainings for anywhere between 12 – 30 people. You have access to LCD projector, wireless internet, cable TV, X-Box or Wii games, printers, tables, chairs, printing and many other amenities for your rental experience.

Room size is 388 square feet.



### Computer Lab Area / Rentals

Fully loaded with the latest software, you are not limited to learning, training or utilizing the best software available from Microsoft or Apple. Upgrade your rental experience with the use of the iMac or host a number of our laptops in your space for your desired use.



Final Cut Pro Studio 7 | Adobe Design Premium | Windows 7 Enterprise | Office 2010 Suite | Robotic Software (Lego/Parallax)

### Broadcast Studio (Video/Photography/Graphics)

Need a photography studio or pictures? Need an HD video/DVD done for your website, customized graphics or animation? Do you need someone to video tape or take pictures for your event and provide a quality DVD of your meeting? Our center can perform services for you on the spot!

#### **Services Available During Your Rental:**

Photography / Headshots  
Video Recording /Editing  
Audio / Soundtrack Editing

Animations / Graphics  
Website Design Services  
Individual / Group Portraits or Videos



### Kitchen / Cooking Facilities

With our kitchen, freezers, stainless steel tables, and cooking appliances, you can host a cooking class, cater an event, host a continental breakfast or lunch for your guests. General use of the kitchen is included with room standard rental. Rental rates apply to specific equipment use or sole kitchen use.

#### **Equipment Available for Rental**

Ovens                      Blenders  
Hot Plates                Waffle Makers  
Griddles                 Rice Cookers

### Theatre / Media Room

In the theatre room, host large sessions up to 50 people with a movable stage, built-in audio and 18 screens making up a 8' x 20' video wall, large 130" screen w/ LCD projector, wireless and cable TV. Host video conferences, video game birthday parties or special corporate retreats or personal events.

Room size is 616 square feet.





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# EduSerc Conference and Training Center

## Rental Agreement

### 1. Payment

- a. **Refundable Security Deposit:** The deposit stated above is due at the time of the signing of the contract. The Deposit will be returned to the Renter upon satisfactory inspection of the rented facility after use. The deposit will be retained to compensate for any damages or additional clean-up costs attributable to the Renter's use of facility at a minimum.
- b. **Waiver of Security Deposit:** The Renter can receive a waiver of the Security Deposit if the Renter can provide EduSerc with a certificate of insurance indicating a minimum of General Liability of \$1,000,000 with a recommended minimum of Rental Insurance of \$500,000, Personal Injury of \$1,000,000 with EduSerc, its Board of Directors, Executive Director, staff, employees to be listed as additional insured under the general liability policy the insured renter. If available, certificate is required at time of contract signing.
- c. **Non-refundable Deposit Amount:** Fifty-percent (50%) of the rental fee is due at the time of the signing of the contract and is non-refundable.
- d. **Cancellation/Refund:** All balances must be paid by 7 days before the rental date, no exceptions. If client cancels their reservation prior to 7 days before the rental date, they will forfeit their deposit amount and the security deposit will be returned to the client. Balances not paid by 7 days before the rental will also forfeit the rental reservation.
- e. **Returned Check:** There will be a \$35 return check fee for returned checks.

### 2. Clean-up

- a. The Renter is responsible for returning the facility to its original clean and orderly fashion immediately after the use of the facility. This includes, but is not limited to: taking out all the trash generated from the event, returning all tables, chairs and equipment to its proper place. Wiping off all tables and counters. The Renter is also responsible for sweeping, vacuuming and/or mopping the floors as needed. If the facility is not cleaned to its original state upon rental, the security deposit will be retained accordingly.

### 3. Decorations/Signage

- a. Prior written approval is required to place signs or decorations on the walls.

### 4. Alcohol & Smoking:

There shall be no smoking or use of any alcoholic beverages of any kind on the premises.

### 5. Food & Beverages:

Food and beverages may be consumed in the kitchen and classroom areas. Special care should be taken when consuming food near computer and AV equipment. The Renter will be charged for any stains in the carpet and for any damages to equipment.

### 6. Assistance Service Animals:

Animals are not permitted on the premises, unless they are official assistance service animals.

### 7. Theft and Damages:

The Renter will perform an inspection of the facilities 10 minutes before their use of the facilities and sign the final agreement of the state of the facility. The Renter agrees that they are responsible for any damages and/or theft of EduSerc property or materials during the use of the ECTC rental facility. The Renter agrees to provide prompt payment within 5 days via credit card, money order or other method to compensate for thefts or damages of EduSerc property. If not paid within 5 days, Renter agrees and understands EduSerc will pursue appropriate methods to reclaim funds for damages

### 8. Hazardous Materials:

The Renter agrees not to bring on to the facility any material, substance, equipment or object which is likely to endanger the life of, cause bodily injury to any person or property or which is likely to constitute a hazard.

### 9. Responsibility and Indemnity:

- a. **Conduct:** The Renter is responsible for the conduct of all event participants. The Renter accepts all responsibility for any injury to person(s) or property, loss of or damage to property or theft of personal property during the use of the rental facility.
- b. **Indemnity:** The Renter shall release, indemnify, keep and save harmless EduSerc, or its agents, officers, or employees from any and all responsibility or liability for any and all damages or injury of any kind or nature whatever (including death) to all persons, whether agents or employees of the Renter or persons attending the events for which the premises have been leased, and to all property damage proximately caused by, incident to, resulting from, arising out of, occurring in connections with, the use by the Renter of the premises. The provisions of this section shall include any and all losses, damages, injuries, settlements, judgments, decrees, awards, fines, penalties, claims, costs and expenses including reasonable attorney fees.

### 10. Facility Use:

- a. **Compliance:** The Renter agrees that any use of the ECTC facility will comply with all statutes, ordinances, rules, regulations issued by the Federal, State and municipal government. The Renter agrees to only use the facility.
- b. **Original Use:** The Renter agrees to only use the facility for the use and purposes as outlined in the agreement. Any changes to event type will need to be approved by EduSerc.
- c. **Admission Fees:** The Renter is prohibited from collecting fees on the premises of ECTC. If there is an admission fee for the attendance of the event, then the fees must be collected prior to the start of the event and must take place off the premises of the ECTC.

*Failure to abide by any part of the terms of this agreement will result in the Renter's inability to rent the space at any time in the future.*

**By signing this Rental Agreement, the Renter acknowledges having read and comprehends this agreement, and understands that this Rental Agreement is binding on both parties and the organizations they represent.**

RENTER: \_\_\_\_\_ EDUSERC, Inc.  
Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_ Signature: \_\_\_\_\_ / Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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