SCSC Conference Center Rental Details and Guidelines

**Cancellations**: Rental dates can be canceled ten (10) business days prior with no penalty. Cancellations of ten business days or less, lessee agrees to compensate SCSC one half of the rental fee for that date, unless the session is rescheduled within 30 days of the cancellation, or unless the cancellation was due to weather.

**Set Up, Additional Services, and Overtime**: Tables, chairs and equipment will be set up and available as outlined. Room setup and additional service requests are due to SCSC five (5) business days prior to rental date. Any additional setup or last-minute changes to the setup plan, which require SCSC staff assistance, may result in an additional $50/hour fee. If the lessee’s event goes beyond the rental end time outline above, a $50 fee will be charged per overtime hour. Half-day rate is for rental periods up to four hours and full-day is defined as rental periods up to twelve hours. SCSC is available for rent until 4:00 PM. There is no additional fee for wireless internet access, LCS projectors, in-room Zoom access or HDMI cables, room sound system, assistive hearing system, microphone, whiteboards, basic room setup, or parking.

**Parking**: Lessee and guests of the Lessee may use the SCSC parking lot (off-street parking) and the available overflow parking spaces north of SCSC at no charge during the rental period outlined. SCSC and SCSC assume no liability to vehicles, contents, or passengers due to damage, negligence, vandalism, or theft.

**Smoking**: Pursuant to Minnesota Statute 144.416, smoking is prohibited anywhere on SCSC Conference Center property. SCSC also strictly prohibits possession and use of any tobacco products and e-cigarettes on the premises. Lessee shall take all reasonable steps to ensure compliance with this provision. Violation of this policy will result in a $250 penalty fee and may lead to immediate termination of rental without a refund.

**Use of Alcohol, Drugs, including Cannabis/Marijuana, and Other Controlled Substances**: Alcohol, drugs, including Cannabis/Marijuana, and other controlled substances are not permitted on SCSC Conference Center property except as permitted by Minnesota Statute. Minnesota Statutes 624.701 prohibits the use of alcohol in any public elementary or high school building. Possession or serving alcoholic beverages will be prohibited in any facility space accessible to SCSC guests.

**Guns Banned on Premises**: Pursuant to Minnesota Statute 624.714, SCSC bans possession of firearms on the SCSC Conference Center premises, including the building, parking, and all exterior property, except as outlined in the South Central Service Cooperative Weapons Policy.

**No Illegal Discrimination**: Lessee agrees that it will not discriminate against any person or persons because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability, or age in any manner relating to the leased premises.

**Reasonable Care in Use of Premises**: Lessee shall use reasonable care in its use of the leased premises and shall observe reasonable precautions to avoid damage to the leased premises. Lessee shall not use the leased premises in any manner that poses an unnecessary hazard to the building or its occupants. If any damage to the building, property or equipment is caused by Lessee or Lessee’s employees, then Lessee shall be liable for the cost of such repairs or replacements as are necessary. Any damage or equipment issues should be reported immediately to SCSC staff. Conference Center rooms can only be used for approved purposes. Nothing should be attached to the walls, ceiling, or any fixtures. No candles, glitter or confetti are allowed. Lessee and its guests should use the trash and recycling receptacles. No used materials should be left in the rooms.
Theft, Vandalism: Lessee is responsible for any loss of or damage to any furnishings or equipment as a result of theft or vandalism caused by Lessee, its employees, or agents.

Conflict of Interest: SCSC reserves the right to refuse rental services to competitor businesses and organizations, or for any meetings or events that conflict with our organizational mission and values.

Liability: Only to the extent expressly permitted by Minnesota law, Lessee shall indemnify, save, and hold SCSC, its representatives, and employees harmless from any and all claims or causes of action, including all attorney's fees incurred by SCSC, arising out of or in connection with Lessee’s use and occupancy of leased premises. This clause shall not be construed to bar any legal remedies lessee may have for the SCSC’s failure to fulfill its obligations pursuant to this agreement. Nothing herein shall be construed as a waiver by Lessee of any of the immunities or limitations of liability to which Lessee may be entitled to pursuant to Minnesota Stat. 3.736 or pursuant to any other statute or law. ***A Certificate of Liability is required for non-member Lessee.

Choice of Law: This Lease shall be governed by the laws of Minnesota. Number of Occupants: Lessee agrees that the occupancy of the rented conference room shall not exceed limited occupancy levels (Room A 100, Room B 40, Room C 20).

Repairs, Redecoration, or Alterations: Lessor shall be responsible for excessive cleaning and repairs to the interior and exterior of the building, provided, however, repairs required through damage caused by Lessee, its guests, employees, or agents.

Animals: Lessee shall keep no domestic or other animals in or about the leased facility or on the leased premises without the prior, express, and written consent of SCSC Conference Center except for service animals consistent with applicable State and Federal law.

Photo Permission: Occasionally, SCSC photographs rental events. Photos of attendees aged 18 and over may be used for marketing and media purposes. If your participants do not grant permission, please indicate that to us prior to the event via an email to conferencecenter@mnscsc.org.