

Conference/Training Room Facilities Policy

The Microbusiness Enterprise Center (MBEC) offers a welcoming place for community interactions. Our conference/training rooms are available for the use of our MBEC tenants and other public groups in the community that provide informational, educational, intellectual or cultural meetings and programs. Conference rooms are available on the 1st and 2nd floor. Room availability is contingent on there being no conflict with center programs or meetings, which have first priority, at all times. The MBEC reserves the right to determine use of the rooms, to assess fees for use of the rooms, and to cancel or reschedule all arrangements, at its discretion.

The meeting room may be inspected prior to the date of the meeting. Individuals/groups are encouraged to check room to make sure that it confirms to desire used. Arrangements and reservations for rooms must be made online at www.albanymbec.com./events. Public use of the conference rooms is available during normal business hours and after normal business hours with approval from management. MBEC tenants are allowed to use the conference room after hours and on weekends and are given preference.

The MBEC conference/training rooms are not available for private social gatherings, for money-raising, for religious services or ceremonies, or for the benefit of private individual concerns. Rooms are *not* available to organizations whose primary business is offering classes for revenue or academic credit. Except as required by state or local government for social service agencies or related entities or as otherwise prescribed by governmental rules or regulations. Meetings for which tuition or fees are charged or may be recouped through sales or commissions at a later date are *not* allowed. Commercial entity or professional practitioner may use the center meeting rooms to provide an educational opportunity offered by an expert provides benefit to the public. During the program, *no* attempt may be made to sell a specific product or service offered by the entity, practitioner, or commercial interest. There is a charge for space usage.

Regulations

1. Advance reservation of meeting rooms is required. MBEC related functions will be given first priority. Other requests will be considered on a first-come, first-serve basic but all previous approvals may be canceled at any time. This only happens if the room is needed on an emergency basis for official governmental business or the reservation conflicts with center programming, the reservation can be canceled and may be rescheduled at the organization's request. To encourage good use of center material as well as center facilities, a valid driver license is required of the individual signing the conference/training room application.

- a.) Reservations for use of conference/training rooms shall be made online or with a MBEC staff member in charge of the conference/training rooms.
- b.) Conference/ Training Room Agreement must be completed and signed by the group requesting use of a room at least forty-eight hours in advance of the meeting room use.

Tentative reservations made by phone will be honored for twenty-four hours prior to an application form being submitted. All conference/training rooms' request must be approved by a MBEC designated representative before conference/training room may be used. It is understood that inquiries concerning conference/training room reservation will be referred to the person signing the agreement.

- c.) Reservations may be made no more than six months in advance of the meeting. The center has the right to limit the number of meetings held by any organization in order to make space available to as many groups as possible and to ensure that the use of the conference/training rooms does not become unreasonably ongoing and exclusive.
- d.) Public usage reservations are can be made for dates during normal and after normal business hours. Additional requirements and fees will be required for the approval of additional times. A security deposit of \$100.00 will be required for all after-hours' usage. The after-hour rate is \$30.00 per hour and will be assessed and paid before usage with a separate check and or money order.
- e.) Conference/training rooms are in heavy demand therefore there is a signed conference/training room application constitutes an agreement that a meeting will take place. If a meeting is canceled, the designated MBEC staff member must be notified in writing as soon as possible so that this space may be made available to other interested businesses. Failure to notify the designated MBEC staff member that a meeting has been canceled will be cause for refusing future requests by that organization/group for conference/training room space and a non-cancellation fee.
- f.) The length of time needed for the conference/training room should include time for setting up the room and putting it back in order at the end of the meeting (30 mins). If the meeting extends beyond scheduled time, the designated MBEC staff member in charge will request that the meeting be adjourned. A fee will be assessed if the conference/training room is not returned to its original configuration.
- e.) Reservations must be paid in advance.
- g.) Room may be reserved a minimum of one (1) week in advance of payment.

2. Neither the name nor the address of the Microbusiness Enterprise Center may be used as the official address or headquarters of any organization that is not a tenant in this building. No mail or shipment of materials will be accepted for organizations or individuals.

3. Each group using conference/training rooms shall be responsible for damage to the room and its contents, including any MBEC equipment used by the organization. In particular, the individual making the reservation will be held responsible for any and all damage that may occur as a result of the facility. A charge will be assessed for any special cleaning or repairs made necessary to the organization. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed by MBEC.

4. The individual or group making reservations agree to indemnify and hold the center harmless from and against any and all losses, expense, demands, and claims made against the center arising in any manner from such group's use of the facilities, whether such losses, expenses, demand or claim made against MBEC is caused by the center's negligence or not.
 5. Neither the center nor MBEC staff shall assume responsibility for any property of organizations/group. At the end of the meeting, all of the organization's property must be removed from the center immediately. The center does not store items for meetings.
 6. There should not be any tacks, nails, glue, or tape shall not be used on center walls, furnishings, or equipment except in conference/training room with appropriate surfaces such as tackable walls, corkboards, or white boards.
 7. Organization/group shall not exceed the legal posted capacity of the conference/training rooms. First floor conference room can hold up to 70 people and second floor can hold up to 25 people. It is the organization's responsibility to monitor compliance with these regulations and to deny entry to the room to people who would cause the group to exceed the posted capacity.
 8. For a nominal charge, group may arrange to use center equipment where it is available. However, no one can operate center equipment unless properly trained. This requires that a member of the group make an appointment with the staff member prior to the meeting to receive training. Projectors are not available in the second floor conference room. You may rent a mobile projector from MBEC staff.
 9. Smoking is not permitted anywhere in the Center. Smokers must smoke in designated areas. Please do not smoke near the entrance/exit doors.
 10. Alcoholic beverages are not permitted in the Center. Food and beverages are allowed in the first floor conference room with prior approval. Food or beverages are allowed in the second floor conference room with prior approval.
 11. The first floor conference room has a capacity of 70 people while the second floor conference room has a capacity of 25 people. These occupancy limits will be strictly enforced.
- In addition to the above regulations, otherwise eligible organizations/groups may from time-to-time be denied use of conference/training rooms if granting the request would result in undue hindrance with regular center's operations. Undue hindrance includes, but is *not* limited to: insufficient parking place for customers, noise level of the group, food odors, unsupervised children, etc. There is a \$25.00 non-cancellation fee, if organization does not cancel 24 hours in advance they will be assessed the fee.
12. Community Partners may utilize the conference rooms during normal business hours at the partner rate of \$10.00/ HR with maximum 10 hours a month at this rate. After the max, partners will pay the regular public rate per hour. Preference is given to MBEC tenants. HUD and DCA are funding partners and should at no time be charged for conference room space.

Effective January 1, 2019

	Incubator/ ESP	Virtual	Market	Non-Tenant
Hourly Rate	\$10.00(4 free hours/month for Incubator; 2 hrs/month for ESP)	\$10.00 (Level 2- 1 free hour/month Level 3- 2 free hour/month)	\$10 Mon-Fri \$20 Sat-Sun	\$20.00 Business Hours \$30.00 After Hours
Audio/Visual Equipment and Space Deposit (Refundable)	N/A	\$15.00	\$15.00	\$100.00
Audio/Visual Equipment Rental (Under five hours)	N/A	\$15.00	\$15.00	\$25.00