

**CONTRACT FOR RENTAL OF WASDA SCHOOL LEADERSHIP CENTER**

Organization/group: \_\_\_\_\_

Name of meeting: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of meeting: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Leadership Center to be vacated by: \_\_\_\_\_

**EQUIPMENT INCLUDED IN THE MEETING ROOM:**

20 6' x 2' tables with electricity/2 6' x 2' tables without electricity

45 Black leather chairs

Coat rack

Catering countertop

Flip chart stand/Flip Chart Pads

VCR/BlueRay Player

Conference speaker phone

Ceiling mounted LCD projector/Screen/Custom Lectern

**PLEASE INDICATE YOUR ADDITIONAL EQUIPMENT NEEDS:**

Video Conferencing Equipment - \$300/day\*

MediaSite Live system - \$600/day\*

\*Technical assistance provided.

**LEADERSHIP CENTER RENTAL FEE:**

\$500 per day

Use of Center and all Equipment: \$1000 per day

**SIGNED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT NAME/TITLE:** \_\_\_\_\_

**APPROVED BY WASDA BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_