

# Moore Norman Technology Center

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We are pleased you have chosen Moore Norman Technology Center's facility for your event. It is our desire to make your time as productive as possible. The following rules and regulations **must** be observed in connection with the use of our facilities.

## **PAYMENT**

### **Individuals**

Payment by individuals can be made by credit card, cash, money order, or personal checks. Individuals are not eligible for direct billing. A deposit of 50% is due at the time the reservation is made. Rooms will not be reserved until the deposit is received. Full payment will be required no later than five (5) business days prior to the reserved date.

Payment arrangements for catering or other services will be between the caterer or service provider and the individual.

### **Company or Organization:**

Payment by companies or organizations can be made by credit card, cash, money order, or business check. Direct billing may be requested only by approved companies and organizations. To be an approved company or organization, a credit application must be completed and returned. The MNTC Director of Finance will approve or disapprove the company or organization.

Any outstanding balance of the account will be due and payable upon receipt of an MNTC invoice. Companies and organizations that have outstanding past-due balances may not schedule future events until the outstanding balances are paid in full.

Companies or organizations who are not billed must pay a deposit of 50% at the time the reservation is made. Rooms will not be reserved until the deposit is received. Full payment will be required no later than five (5) business days prior to the reserved date.

Payment arrangements for catering or other services will be between the caterer or service provider and the company or organization.

## **PROPOSAL ACCEPTANCE**

## **Acceptance of the Proposal**

The scheduled event date will not be guaranteed until a proposal is signed and payment of the appropriate deposit or approved billing is received.

The performance of this agreement is subject to any circumstance making it illegal or impossible to provide or use the Conference Center, including acts of God, war, terrorism, government regulations, disaster, or civil disorder.

## **CANCELLATIONS AND CHANGES**

### **Cancellation**

In the event the reserved room is cancelled by the Customer, written notice must be submitted before six (6) months of the event or a cancellation fee may be incurred. The cancellation fee schedule will be as follows:

0-60 days prior to the event	100% of deposit
61-119 days prior to the event	50% of deposit
120 days to 6 months prior to the event	25% of deposit

### **Changes**

Any changes and additions to the rental proposal will not be considered agreed to or binding to the other unless such changes have been approved in writing by both the Customer and the Conference Center.

## **ADDITIONAL SERVICES**

### **Faxing**

Sending: \$2.00 for the first 5 pages (including cover page) and \$.75 per additional page  
Receiving: First 5 pages free (including cover page) and \$.10 per additional page

### **Photocopying**

Limited photocopying is available at \$.10/page

### **Messages**

All messages will be posted on a message board by the meeting room

### **Shipping material to Conference Center**

Each package shipped to the Conference Center should be clearly marked with the following:

1. Company name and on-site meeting contact
2. Date of the function
3. Number of boxes included in shipment (1 of 3, etc.)

Boxes and packages will be accepted no earlier than three (3) days prior to the event, or a storage fee of \$2.00 per box per day may apply. Materials shipped

back to the Customer after the event must have special arrangements and must be sent postage paid by the Customer.

## **USE OF FACILITIES: RULES AND REGULATIONS**

1. *No alcoholic beverages, including beer and controlled dangerous substances, or weapons* are allowed on Moore Norman Technology Center campuses or in its facilities.
2. **Smoking is allowed only in outside designated smoking areas by persons 18 years or older.** The use of smokeless tobacco is prohibited on campuses at all times.
3. Training events utilizing outside consultants who are in direct competition with the products and services offered by MNTC and are not coordinated by Moore Norman Technology Center, may not be permitted use of the facilities.
4. The use of the conference facilities of MNTC for the promotion or sales of products or services must be approved by administration.
5. Moore Norman Technology Center reserves the right to require security for any event.
6. Minor children may not be left unaccompanied in the building or in the parking lot / unattended in a car during an event.
7. Animals are not allowed in any school building nor are they allowed unattended in a vehicle in any school parking lot. This provision does not apply to animals training to assist a disabled individual.
8. All catering and food services in the Moore Norman Technology Center South Penn Conference facilities will be provided by a Moore Norman Technology Center approved catering vendor. All catering requests and payment arrangements will be made between the Client and the catering vendor. **No food or drinks items from outside the facility are allowed.**
9. Audio/visual equipment, lecterns, portable marker boards, additional chairs and tables are available on a first-come/first-served basis and must be requested when facility request is made to assure availability. Any group using district equipment will be responsible for repair or replacement of damaged or lost equipment.
10. Strict compliance with scheduled arrival and departure times is enforced to allow other groups time to prepare for their meetings and for scheduled classes.

11. No use of nails, hooks, tacks, staples, screws or any other form of attaching to facility walls and surfaces will be permitted if the result is possible injury, marring, or damage to the facility. No tape will be used on wood surfaces.
12. Youth or children's groups must have adequate adult supervision by the Organization or Responsible Person while using the facilities.
13. Moore Norman Technology Center reserves the right to relocate the scheduled meeting to another comparable room in the facility.
14. To the extent permitted under Oklahoma law, the organization/responsible person requesting use of the facilities will be held responsible for the appropriate behavior of all group members and adherence to school policies, rules, regulations, state statutes, and federal laws for the duration of the group's use of Moore Norman Technology Center facilities.