

APPLICATION FOR USE OF THE Thomas Entrepreneurship Hub

The University of North Carolina at Pembroke

Organization: _____ Fax: _____

Applicant's Name: _____ Telephone: _____

Local Address: _____ Email: _____

Date(s) of Event: _____ Admission/registration fees charged? Yes__ No__

Time Requested: _____ Actual Time of Event: _____ to _____

(At the conclusion of the event, all reserved facilities should be vacant)

Purpose or Use/Type of Program: _____ Est. Attendance: _____

LOCATION REQUESTED:

Large Conference Room _____ Lobby _____
Small Conference Room _____ Ideation Lab _____

ROOM CAPACITIES:

| <u>Room Description</u> | <u>Maximum</u> | <u>Room Description</u> | <u>Maximum</u> |
|---------------------------|----------------|----------------------------------|----------------|
| Small Conference Room | 8 | Lobby (only chairs) | Up to 100 |
| Large Conference Room | Up to 25 | Ideation Room (chairs only) | 10-12 |
| Lobby (tables and chairs) | Up to 80 | Ideation Room (table and chairs) | 10 |

GUIDELINES: *Late requests will not be honored.* Reservations are tentative and subject to cancellation until approved. If a conflict with other activities occurs, reservation requests will be denied. Facilities are unavailable for usage during scheduled university closings and therefore will not be approved. Organizations cannot reserve rooms for more than two consecutive weeks. Applicants are liable for the proper use of the facility/equipment, damages, conduct of the organization's members/guests, and agree to respect the rights of groups in adjoining areas and the Tenants in the HUB. ***Any repairs due to damage to facility or equipment is the responsibility of the user and an invoice detailing the costs associated with the damage will be sent to the proper party. Failure to pay the invoice will result in immediate disqualification of any future use of the facility and the collection process will begin.***

Please inform the HUB in Advance if the reserved room requires a specific setup or layout.
An appointment with The Facilities Department is necessary should the user request furniture or equipment movement. Fees associated with requests for special room layouts, or the movement of furniture and equipment charged by Facilities are the responsibility of the organization making the request and are due prior to the event.

The Thomas Entrepreneurship Hub is a smoke-free facility. In addition to being a smoke-free facility, the Hub prohibits the use of candles, and open-flame devices (including incense) which pose a fire hazard per the fire code.

All Cancellations need at least 72 hours' notice prior to the scheduled event.

***APPLICATION IS DUE FOURTEEN DAYS PRIOR TO THE EVENT AND PAYMENT IS DUE IN ADVANCE OF THE EVENT.**

ADDITIONAL USAGE GUIDELINES

- Only groups with non-profit status can reserve facilities. It is required that a letter of exemption from the IRS including employer identification number be attached to the application at the time of submission.
- Applicants are liable for payment of all fees prior to the event. **NONPAYMENT WILL RESULT IN LOSS OF PRIVILEGE TO USE THE FACILITY AND COLLECTIONS WILL BE PURSUED.**
- Reservations are tentative and subject to cancellation until approved by the Executive Director of The Entrepreneurship HUB. If a reservation cannot be confirmed, the applicant will be notified without delay.
- Parking for attendees is available.
- The University must approve advertisements. Do not attach anything to the walls, ceiling, or glass.
- Notification of reservation cancellation is needed at least 72 hours prior to the event to avoid added fees.
- Please address any questions to the Thomas E-HUB 910-775-4065 or email Elizabeth.wilkerson@uncp.edu

Refreshments / Food

Food & Refreshment is the responsibility of the applicant. If you need help finding or scheduling a caterer, please let us know. All cleanup is the responsibility of the applicant and must conclude prior to completion of the event and exit of the facility.

RENTAL FEE CHART:

Small Conference Room \$40.00 for half day (4 hours) / \$60.00 for full day / Capacity - 8 L

Large Conference Room \$70.00 for half day (4 hours) / \$100.00 for full day / Capacity - 25

Lobby \$150.00 / Capacity: 100 just chairs / 80 with tables

Idea Lab \$25.00 / Capacity - 10

I have read and fully understand the above guidelines. I am also aware that failure to follow these guidelines may result in the loss of privilege to use The Thomas Entrepreneurship Hub for future events. I agree to abide by the regulations governing the use of the space at the UNCP Thomas Entrepreneurship HUB. I accept the responsibility and liability as defined in this document for all financial obligations.

Signed by: _____ Date: _____
Applicant/Title

Approved by: _____ Date: _____
The Thomas Entrepreneurship Hub Executive Director

Please Return to:

**The Thomas Entrepreneurship HUB
PO Box 1510 /Located at 202 Main Street
Pembroke NC 28372-1510
910-775-4065 / Fax: 910-775-4704
Elizabeth.wilkerson@uncp.edu**