

**APPLICATION FOR USE OF UNCP Thomas Entrepreneurship HUB
For Hub Tenants**

Business Name/Applicant Name: _____

Telephone #: _____ Email: _____

Date(s) of Event: _____

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

(At the conclusion of the event, all reserved facilities should be cleaned and vacant by applicant)

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

LOCATION REQUESTED:

Small Conference Room _____ Lobby _____

Large 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

USAGE 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. Reservations are on a first come first serve basis. Facilities are unavailable for usage during scheduled university closings and therefore will not be approved. Room set-up is the responsibility of the applicant. 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 the responsibility of the applicant.*** 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.

ADDITIONAL USAGE GUIDELINES:

Reservations are tentative and subject to cancellation until approved by the Executive Director of The Entrepreneurship Incubator. If a reservation cannot be confirmed, the applicant will be notified without delay. Parking for attendees is available. 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 hub@uncp.edu

Refreshments / Food

Food & Refreshment is the responsibility of the applicant. A list of caterers is available upon request. **All cleanup is the responsibility of the applicant** and must conclude prior to completion of the event and exit of facility.

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

Approved by: _____ Date: _____

The Thomas Entrepreneurship Hub Executive Director

Please Return Completed Form to:

The Thomas Entrepreneurship HUB

PO Box 1510 / Physical Location at 202 Main Street

Pembroke NC 28372-1510

910-775-4065 / Fax: 910-775-4704, Email: hub@uncp.edu