



### Intelliplex Facility Usage Agreement

The City of Shelbyville, Redevelopment Director's office (Facilities Manager) manages the Intelliplex Conference Center facility helping make this facility available to community, groups, businesses and not-for-profit organizations, for meetings, workshops, trainings and other events depending on scheduling and availability.

#### General Guidelines and Requirements:

- **All request/forms for reserving/scheduling the Conference Center must be submitted in writing and/or via email at-least 48 hours prior to your event.** Management will make every effort to confirm the requested date(s) within 24 hours by phone and/or email. Due to the volume of calls and emails it is your responsibility to confirm your event. *Depending on the month and/or season it is strongly recommended that you send in request/forms at least one week prior to the date of your event.*
- Use of the Conference Center is dependent upon scheduling availability and not guaranteed. **Any cancelation must be submitted in writing or via email (to the attention of Rob Springer, Director of Redevelopment [rspringer@cityofshelbyvillein.com](mailto:rspringer@cityofshelbyvillein.com), 317-395-7004) 24 hours prior to the scheduled event or you may forfeit your deposit.**
- **A Conference Center Facility Request Form** must be filled out, signed and returned at-least 48 hours prior to the event.
- You are responsible for your own set-up, break-down and clean up with each use of the facility
- There is a minimum **\$65.00 hourly Regular Rate** and **\$50.00 hourly Non-Profit Rate**, a **\$100.00 refundable deposit** and a **discretionary \$40.00 janitorial fee** for each use of the Conference Center (please see Intelliplex Facility Rental Agreement for details).

#### Disclaimer:

Those using the Intelliplex facility agree to release, protect, defend, indemnify and hold harmless the City of Shelbyville and its employees, from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (*including, without limitation, reasonable attorney's fees and other legal costs*) directly or indirectly arising out of their use of the Intelliplex facility.

In the event of damage to the Intelliplex facility, those using the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the City of Shelbyville Facilities Manager and shall pay the City of Shelbyville for such repair and replacement costs upon request.

#### Approval Process:

1. **Complete and submit original copy to City Hall, Redevelopment Director's office** (via email, fax or mail) **and keep a copy for your records.** (Email: [rspringer@cityofshelbyvillein.com](mailto:rspringer@cityofshelbyvillein.com), Fax: 317-392-5143, 44 W. Washington St., Shelbyville, IN 46176)
2. The completed form will be forwarded to the Facilities Manager for approval
3. Once approved, the event will be scheduled on the Intelliplex Conference Center events calendar and you will be contacted (*you will be notified via telephone and/or email typically within 24-48 hours of receipt of your Intelliplex Facilities Request Form*). **It is your responsibility to confirm if you do not receive a response.**
4. Once your group or organization is approved to use the Intelliplex Conference Center facility, it is strictly prohibited to pass approval/permission on to any other group or organization.



### Children/Child Care:

1. Nursery and childcare are NOT available or provided by the City of Shelbyville or the Intelliplex Conference Center.
2. All events involving children and/or youth should be adequately supervised and insured by responsible adults in accordance with a plan approved by the City of Shelbyville Intelliplex Conference Center Facilities Manager.

### General User Responsibility:

Persons using the Intelliplex Conference Center facility should use the highest level of care and respect possible. By signing the Intelliplex Conference Center facility Request form, you and the people/group you represent agree to leave the facility in good, clean, working condition.

### Cleaning the Intelliplex Facility After An Event:

The following checklist that will be used to evaluate the state of the Intelliplex Conference Center facility after your event has concluded before your deposit is refunded. Be sure that all items are completed before you leave the facility and/or other arrangements have been made and agreed upon with the City of Shelbyville Intelliplex Conference Center Facilities Manager

- **Trash:** All trash must be gathered up by users and placed in appropriate receptacles (*please verify the location of appropriate receptacles with the City of Shelbyville Intelliplex Conference Center Facilities Manager*).
- **Main Hall/Theater Room:** If any type of food or drink is served, all tables should be wiped down. Tables and chairs should be returned to their original places.
- **Kitchen:** If using counters and/or the sink area, appliances, etc. All should be wiped down and cleaned to the level the kitchen was left at the beginning of the event.
- **Classrooms:** Floors should be free of trash, all chairs and floors checked for miscellaneous items left behind. All chairs must be returned to how they were setup at the beginning of the event.
- **Main Lobbies:** The lobby areas should be free of trash. The lobby trash cans should be emptied (*please verify the location of appropriate receptacles with the City of Shelbyville Intelliplex Conference Center Facilities Manager*).
- **Bathrooms:** – The bathroom sinks, mirrors, and stalls should be left in the condition they were found at the beginning of the event.
- **Heating & Air Conditioning:** The heating and air cooling system at the Intelliplex Conference Center Facility is preprogrammed. The programming is based on scheduled activities within the facility that have been placed on the facility calendar. Please do not attempt to adjust the control settings.
- **Supplies:** Groups using the Intelliplex Conference Center facility should provide their own tableware, coffee, etc. and should not use other supplies.

### Decorations:

1. No paints, tapes, glues or other substances may not be used, nor carpentry, electrical or other construction work done on the Intelliplex premises without prior approval by the Facility's Manager.
2. No oil based paint; flammable liquids, fire producing chemicals, and/or open flames in any form (exception of approved candles on an altar table) may be used without the approval of Facility's Manager.
3. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside the Intelliplex facility without prior approval from the Facility's Manager.
4. All scenery or props must be freestanding, stable and safe. No nails, screws, or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be made fire-retardant.



**Furniture/Equipment:**

1. The usage of any Intelliplex furniture or equipment must be approved by the Facility's Manager and is subject to availability. (projectors, screens and/or sound equipment).

**Restrictions:**

1. Alcoholic beverages, liquors of any kind are prohibited on the property (unless provided through an approved Caterer and a copy of a valid liquor license is provided).
2. Non-physician prescribed drugs will not be permitted on the Intelliplex property at any time.
3. Smoking will not be permitted inside the Intelliplex facility.
4. Gambling activities are not permitted on Intelliplex premises.

**Security:**

The City of Shelbyville (~~Intelliplex Conference Center~~) does not furnish any security services, or any other services except as expressly provided for in this Facilities Usage Agreement and Fee Schedule.

**Additional Requirements:**

1. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group or church property unless a specific exception to this rule has been granted by the Facilities Manager.
2. The City of Shelbyville shall have the sole right to collect and have custody of all articles of property left on the premises. Any articles of property left on *Intelliplex Conference Center Facility* premises shall be claimed within seven (7) days. If items are not claimed, they will be deemed abandoned and shall become the property of the City of Shelbyville.
3. In no event shall the City of Shelbyville (*Intelliplex Conference Center Facility*) be responsible or liable for any loss or theft of, or any damage to, any articles of property to any group or organization or any member thereof.
4. The City of Shelbyville reserves the right to schedule other activities and events in other parts of the facility while your event is happening.
5. The City of Shelbyville name shall not be used by any outside group or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that the City of Shelbyville endorses or sanctions such group or organization or its meeting, event, mission, or principles, except for any reference to the City of Shelbyville solely as the location of the applicable event or as may otherwise be expressly approved in writing by the City of Shelbyville Facilities Manager.