

# THE BECK AGRICULTURAL CENTER RENTAL AGREEMENT FOR PURDUE UNIVERSITY INTERNAL AND EXTERNAL RENTERS

**Beck Agricultural Center**  
4540 U.S. Highway 52 West  
West Lafayette, IN 47906-9286  
765-583-0590  
765-583-0589 (fax)

This Agreement, made by and between Purdue University, on behalf of its **Beck Agricultural Center**, hereinafter referred to as the **Beck Center**, and \_\_\_\_\_ hereinafter referred to as **Renter**.  
(Organization Name)

**IT IS AGREED AS FOLLOWS:**

**Renter** is renting that portion of the **Beck Center**, as specified below, for the sole purpose of:

(Event Title)

**Function Date(s):** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Arrival Time:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_

Room	Number of Days
Conference Room	
Grand Lobby	
Room 111	
Room 111 A	
Room 111 B	
Room 117	
Room 141	
Room 143 Meeting	
Room 143 Banquet	
Full Facility	

**Rate Category:** \_\_\_\_\_  
(Per Rate Structure on Page 6)

**Rate per Day:** \_\_\_\_\_  
(Per Rate Structure on Page 6)

**Partial Day Rate:** Yes    No  
\*A partial day rate of 75% may be charged for events that are 5 hours or less including set up and tear down.

**Beverage Service:** Yes    No

## Scheduling

1. All activities are to be scheduled through the Facility Coordinator of the **Beck Center**.
2. Purdue University College of Agriculture, including activities associated with the Crop Diagnostic Training Center will be given first priority for all scheduling requests at the **Beck Center**. Scheduling conflicts will be resolved by the Facility Coordinator and communicated with the requesting organization.
3. Activities may not be scheduled more than one (1) year in advance. The **Beck Center** Facility Coordinator reserves the right to approve or decline event requests based on room and staff availability. The Facility Coordinator also reserves the right to deny future requests for usage if the **Renter** does not abide by the **Beck Center** Facility Usage Policy.
4. The **Beck Center** reserves the right to schedule other events within the **Beck Center** during the same period without prior notice to the **Renter**. Regularly scheduled University semester classes are prohibited in the **Beck Center**. The **Beck Center** grants **Renter** the right to use and occupy the facility on the dates and times indicated above. It is understood that the above times include the hours necessary for the purposes of:
  - a. installing equipment
  - b. preparing the facility and equipment for use
  - c. conducting the conference/meeting/event
  - d. packing and removing the equipment
  - e. set up and tear down by all external caterers
5. **Renter** agrees to the following cancellation policy:
  - a. Cancellations of reservations more than 90 days prior to the event, no rental fee will be charged.
  - b. Cancellations made between 90 and 14 days will be charged 25% of rental fee.
  - c. Cancellations made less than 14 days prior to an event will be charged 50% of rental fee.
  - d. Cancellations made less than 5 days prior to an event will be billed the full rental fee.
6. To confirm a reservation for any room, a signed rental agreement is required. Student organizations must have in addition to the signed rental agreement, a completed event planner form from the Dean of Students Office.
7. Facility rental charges will be billed after the completion of the event.
8. All activities and events must end by 10:00 p.m. EST.
9. A late usage fee of \$75 per hour may be charged for all activities occurring more than 30 minutes after the scheduled departure time, as indicated on the Rental Agreement.
10. University **Renters** will be charged via internal intramural invoice within 45 days after the event. All external **Renters** will be billed for facility rental charges and beverage service within 45 days after the event. Billing information should be completed on page 8 of the Rental Agreement.
11. A completed Rental Agreement must be returned to the Facility Coordinator 14 days before the scheduled event.

**Set-Up Information**

Room	Seating Capacity	Room Set-up Changes Available
Conference Room	12	N/A
Grand Lobby	N/A	Yes
Room 111	60	Yes
Room 111A	30	Yes
Room 111B	30	Yes
Room 117	32	Yes
Room 141	36	Yes
Room 143	250 275 400	Round Tables or 6 Foot Long Tables Classroom Style Theater Style *Renter must supply chairs for seating of more than 250.

1. Specified room or building capacities cannot be exceeded. Capacities are determined and set to adhere to the State of Indiana Fire Code. The width of all exit doors must be kept clear of obstructions to a distance of 20 feet. No doorways marked with an EXIT sign can be blocked or covered in any way, for any reason.
2. The above lobby and rooms may be set-up in a variety of ways, subject to approval by the **Beck Center** Facility Coordinator. The **Beck Center** will provide at no cost: parking, room set-up, tables, chairs and select audio/visual equipment. Photo copies are available at the **Beck Center** at the rate of \$0.10 per page. Flip charts are available for use at the **Beck Center** at the rate of \$10 per chart with paper included.
3. **Renter** will confirm room set-ups, audio/visual equipment needs, and food/alcohol service arrangements at least 14 days prior to the event (45 days if alcohol service is needed). The **Beck Center** staff will follow-up with the **Renter** 24 hours prior to the scheduled event for additions or changes. **Beck Center** staff reserves the right to deny additional changes to set-up, after 30 minutes prior to the event.
4. The **Beck Center** does not provide in-house decorating services (i.e. pipe and drape, etc.). A list of companies that are familiar with the facilities and that provide these services can be obtained from the Facilities Coordinator.
5. Upon request, the Facility Coordinator at the **Beck Center** will provide vendor names for linen service. **Renter** is responsible for the cost and use of such linen and skirting. The **Beck Center** will assume no liability for lost or damaged linen and/or skirting.
6. Centerpieces will be the **Renter's** responsibility to provide. The Florist or **Renter** must coordinate delivery and pick-up time with the **Beck Center** Facility Coordinator. No helium balloons, glitter, sprinkles, confetti, or open-flamed candles, are allowed in the **Beck Center**. Candles in a hurricane lamp and floating candles are allowed.

7. It is mutually understood and agreed to that no equipment or vehicles of more than a 2-1/2 ton rating will be permitted inside the Multi-Purpose Room (Room 143) of the **Beck Center**. No metal track-type or metal wheeled equipment will be allowed inside the building. No loading equipment such as front-end loaders or backhoes will be allowed to have teeth on the loading buckets. THE COST OF ANY DAMAGES INCURRED DUE TO NOT FOLLOWING THESE GUIDELINES WILL BE CHARGED BACK TO RENTER. **Beck Center** staff requests that the overhead door be closed after each entrance and exit to conserve heating or air-conditioning.
8. All event decorations and rental items must be approved by the **Beck Center** Facility Coordinator. They must be freestanding, including signs, posters and banners. No items shall be affixed to the walls, nor fixtures or furniture removed.
9. The **Beck Center** offers state-of-the-art audio/visual equipment. All meeting rooms are equipped with projectors, projection screens, and computer hook-ups. All audio/visual is coordinated through the **Beck Center** Facility Coordinator.

### Catering/Beverage Service

1. The **Beck Center** requires the use of university-preferred catering. Upon request, **Renter** will be provided a list of preferred university caterers. All catering arrangements must be approved by the Facility Coordinator at the **Beck Center**.
2. Non-alcoholic beverage service is provided by the **Beck Center** upon request. The **Renter** will be charged a fee in addition to the room rental on a consumption basis. See page 6 for a listing of products and prices.
3. All requests for alcoholic beverage service (solely provided through the Purdue Memorial Union) must be submitted by the **Renter** at least 45 days prior to the event. A copy of the request must be provided to the **Beck Center** facility coordinator. Please reference the PMU Catering & Event Alcohol Service website: <http://www.union.purdue.edu/HTML/CateringAndEvents/AlcoholService.aspx>
4. Due to Indiana State laws and regulations, the **Beck Center** catering kitchen and its equipment is for use by preferred caterers and **Beck Center** staff only.
5. All food and beverages served, sold or sampled at the **Beck Center** must be produced, transported and served in accordance with the Food and Drug Administration's Good Manufacturing Practices (21 C.F.R., Part 110) and the Indiana Retail Food Establishment Sanitation Requirements (IAC 7-24).

### General Policies

1. NO SMOKING and NO TOBACCO are allowed inside the **Beck Center**. There is a designated area outside where smoking is permitted.
2. No animals are allowed in the **Beck Center** (with the exception of service animals).
3. All children must be supervised at all times and kept out of non-rented areas. Activities involving youth under the age of 18 must be chaperoned by at least 2 adults over 21 years of age, per 25 youth. Purdue student organizations must be accompanied by the organization's advisor.
4. **Renters** are restricted to the areas specified in the rental agreement. Please be considerate of other groups in the building.

5. The **Beck Center** and associated lots at the Agronomy Center for Research & Education (ACRE) provide a capacity of 150 parking spaces, including six dedicated handicapped spots. There is no charge for parking. No parking or unloading is allowed on the grassy areas around the **Beck Center**. **Renter** should advise all who attend their event not to drive on the grass and/or field areas around the **Beck Center**.
6. **Renter** shall keep the premises clean and generally cared for during the term of this Agreement.
7. All heating and air conditioning thermostats will be controlled by the **Beck Center** staff only.
8. The portable divider between Rooms 111A and 111B is only to be moved by the **Beck Center** staff. Damage that occurs due to the violation of this rule will be paid by the **Renter**.
9. The Beck Center assumes no responsibility for any property left in the facility or for any guests' lost, damaged, or stolen items.
10. The **Beck Center** reserves the right to require security and Emergency Medical Services (EMS) personnel for all after hour functions held in the facility. The additional cost will be incurred by the **Renter**. Security and EMS will be arranged solely through the Facility Coordinator. The **Beck Center** strongly enforces the laws and regulations of the State of Indiana pertaining to alcohol and the consumption of alcohol.
11. The **Renter** hereby assumes full responsibility for the acts and conduct of all persons admitted to the facility or grounds during the period of this Agreement. If during the term of this Agreement, the facility or any portion of the building or grounds are damaged by the act, default or negligence of the **Renter** or any other person or persons admitted to the premises by the **Renter**, the **Renter** shall pay the **Beck Center** a sum necessary to restore the premises to its original condition.
12. In providing the facility to **Renter**, the **Beck Center** does not relinquish the rights to control the management of the building or to enforce all necessary and proper rules for management and operation of its facilities. The **Beck Center** reserves the absolute right of its officers, agents, and employees to enter all of the premises, at any time, for any reason.
13. **Renter** and its subcontractor(s), if any, shall perform security clearance background checks on all **Renter's** and subcontractor(s)'s officers, agents, employees and volunteers assigned to have access to the Facilities to identify whether any such individual is a registered sex offender pursuant to Zachary's Law, Ind. Code § 11-8-8 et. seq. or the equivalent law of the individual's state of residence. **Renter** shall not assign any individuals identified as registered sex offenders to perform work or services at the Facilities. **Beck Center** reserves the right to immediately remove any individuals identified as registered sex offenders from the Facilities. **Beck Center** reserves the right to require additional background checks be made on any of **Renter's** and its subcontractor(s)'s officers, agents, employees or volunteers assigned to have access to the **Beck Center**. **Renter** shall be solely responsible for any costs associated with background checks.

**Beck Center** reserves the right to perform a security clearance background check on any individual signatory to this Agreement to identify whether any such individual is a registered sex offender pursuant to Zachary's Law, Ind. Code § 11-8-8 et seq. or the equivalent law of the individual's state of residency.

#### **Compliance with The Americans with Disabilities Act**

**Renter** agrees that no qualified individuals with a disability will be excluded from participation in or be denied the benefits of services, programs or activities performed under this lease. The Americans with Disabilities Act Accessibility Guidelines are to be used as the access design standard for all space(s) in this lease, including any facility alterations and construction within the leased space(s).

**Certificate of Insurance (Non-Purdue Renters Only)**

Upon request by the **Beck Center** Facility Coordinator, **Renter** shall procure a certificate of insurance, insuring and naming Purdue University as an additional insured against public liability (minimum of \$1,000,000) and property damage (minimum \$500,000) arising during the term of the lease, including contracted arrival and departure times, such policy of insurance or certificate of insurance shall be provided to the Facility Coordinator of the **Beck Center**, no later than 30 days prior to the **Renter's** event.

If the **Renter's** vendors give samples of food, perfume, soap, paint or paint products, or other products requiring product liability coverage, the Certificate of Insurance must include product liability coverage with the same liability limits as the basic liability coverage.

**Indemnification (Non-Purdue Users Only)**

**Renter** shall be responsible for all damages resulting from intentional torts or criminal acts which may occur on premises during the time **Renter** occupies said premises. **Renter** agrees to indemnify, defend and hold harmless Purdue University, its agents, officers and employees from all claims and suits, including but not limited to court costs and reasonable attorney's fees, caused by any act of omission of **Renter**, its employees, agents, business invitees or guests. **Renter** may look to IC 34-13-2 of the Tort Claims Act and IC 34-30-9-2 for allowable protection in this area.

**Renters** failing to abide by the above rules will forfeit their right to use the **Beck Center**.

**I acknowledge receipt of this rental agreement and agree to abide by the rules and conditions outlined above.**

**Beck Center**

**Renter**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Facility Coordinator \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Beverage Fee Structure**

Beverage	Cost	Per Quantity
Coffee	\$9.00	Pot (a pot makes 20 cups)
Coke Products (including lemonade)	\$0.75	12 oz. can
Bottled Water	\$1.00	16.9 oz. bottles
Bottled Juice	\$1.00	10 oz. bottles

\*\*Beverages are subject to 7% Indiana State Sales Tax.

**Room Rental Fee Structure**

Room Number	Student Rate	College of Ag Rate	University Rate	Government & Non-Profit Rate	External Rate
Conference Room	N/A	N/A	\$100	\$125	\$150
Grand Lobby	\$100	\$125	\$150	\$200	\$250
Room 111	\$150	\$350	\$375	\$500	\$550
Room 111A	\$75	\$175	\$200	\$275	\$325
Room 111B	\$75	\$175	\$200	\$275	\$325
Room 117	\$75	\$125	\$150	\$200	\$250
Room 141	\$75	\$125	\$150	\$200	\$250
Room 143 – Meeting	\$350	\$550	\$575	\$775	\$825
Room 143 - Banquet	\$550	\$750	\$775	\$975	\$1,025
Entire Beck Center Facility	\$700	\$800	\$1,200	\$1,700	\$2,000

**Partial Day Rate:** If the event, from arrival time to departure time (including set-up and tear-down) will last for less than 5 hours, a partial day rate of 75% of the full rate may be charged. If an event contracted at a partial rate exceeds the 5 hours the full day rate will be charged.

**BILLING INFORMATION**

**University Renters:**

\_\_\_\_\_  
Business Office Signature          Printed Name          Phone #          Date

Room Rental Charges:

\_\_\_\_\_  
Fund          Cost Center          Internal Order (if applicable)

Beverages/Misc. Expenses (Hospitality must be certified as allowable on SPS funds):

\_\_\_\_\_  
Fund          Cost Center          Internal Order (if applicable)

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**Purdue Student Organizations:**

Business Partner Number: \_\_\_\_\_

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**External Renters:**

Business Partner Number (if available): \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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Return Rental Agreement with appropriate signatures on pages 6 and 8 to:

Beck Agricultural Center  
4540 U.S. Highway 52 West  
West Lafayette, IN 47906-9286

beckcenter@purdue.edu  
(765) 583-0590  
(765) 583-0589 (fax)