



## ESC NJ Professional Conference Center Service Agreement

This Agreement is a Service Agreement between the Educational Services Commission of New Jersey and **Name of Entity** must be responsible to use only the specific area(s) for the specific time period approved and within the guidelines of this Agreement. Service is granted on a first-come-first-served basis. The space and times as outlined in this Agreement cannot be guaranteed until the signed contract and first payment is received. The Educational Services Commission of New Jersey reserves the right to the above dates until all Agreement requirements are met.

<b>Name of Entity</b>	
<b>Dates of Service:</b>	
<b>Contracted Space</b>	<b>ESC NJ Professional Conference Center</b>
<b>Service Agreement Space:</b>	<p>The following space use is included in this Agreement:</p> <ul style="list-style-type: none"> <li>• Conference Center Room One Room Two Rooms One &amp; Two</li> <li>• Associated Conference Restrooms</li> <li>• AV Equipment</li> </ul>
<b>Services Provided:</b>	<ul style="list-style-type: none"> <li>• Space prep and cleaning</li> <li>• Custodial support during the event.</li> </ul>
<b>Facility Rental Agreement Cost:</b>	<ul style="list-style-type: none"> <li>• Room One \$1,000.00 Per Day/ \$600.00 Half Day</li> <li>• Room Two \$1,000.00 Per Day/ \$600.00 Half Day</li> <li>• Rooms One &amp; Two \$2,000 fee per day/ 1,300 Half Day</li> </ul>
<b>Estimated Number of Participants:</b>	
<b>Payment Schedule</b>	<ul style="list-style-type: none"> <li>• <b>50% At time of signing.</b></li> <li>• <b>50% Five days before the event.</b></li> </ul>

### Use of Facility

- A. Subject to the terms and conditions below, ESCNJ hereby gives **Name of Entity** authorization to use the **ESC NJ Professional Conference Center** and all named associated spaces including rite of passage to the ESCNJ Professional Conference Center entry.
- B. ESCNJ reserves the right during the dates of service to use all remaining area of the facility and any facilities and equipment not reserved in this Agreement.
- C. **Name of Entity** will obtain, at its expense; any permits required for the Event and shall provide ESCNJ with copies at the time of initial payment submission.

### Parking at the Facility

- A. ESCNJ will provide a map indicating parking locations for **Name of Entity** and participants.
- B. If **Name of Entity** requires additional parking, beyond that provided in the plan, notification is to be given before first payment.

### Payments and Payment Schedule:

Payments by check should be made payable to: **Educational Services Commission of New Jersey.**  
Payment should be mailed to:

**Educational Services Commission of New Jersey**  
Business Office  
1660 Stelton Road  
Second Floor  
Piscataway, New Jersey 08854

1. Any payment not made on time as determined by the above payment schedule will be subject to a \$50 late fee.
2. **Name of Entity** is responsible to pay immediately for any damages made by any employee, volunteer, participant, or visitor of **Name of Entity**. ESCNJ will bill **Name of Entity** for any damages.

**Proof of Insurance**

**Name of Entity** must provide proof of current general liability coverage of at least \$1,000,000 for each occurrence naming ESCNJ as additional insured.

**The Certificate of Insurance must be sent in with your Signed Agreement**

If insurance is not received upon first payment, ESCNJ will not allow the event to take place on ESCNJ property.

**Facility Cleanliness**

- A. **Name of Entity** shall return to ESCNJ the premises in a clean condition upon completion of the event.
- B. Upon termination of the event, **Name of Entity** will vacate the space promptly and bring all equipment/supplies setup by **Name of Entity**. Any equipment supplied to **Name of Entity** by ESCNJ will be returned at this time.

**Cancellations**

Dates have been reserved for specific events. Should the **Name of Entity** make a cancellation after the signed agreement has been accepted by the ESCNJ, **Name of Entity** will be responsible for the full rental payment. Date cancellation due to ESCNJ scheduling and/or inclement weather will be rescheduled at the discretion of the ESCNJ based on the availability of the facility.

**Other Considerations**

**Name of Entity** agrees to:

1. Be responsible for the supervision of its personnel while in the facility.
2. Be responsible to pay for and/or replace any damages incurred by its personnel while using the facility.
3. Be responsible for liability and accident insurance of its personnel while at this facility.
4. Be responsible to oversee that alcoholic beverages are not permitted by it personnel at any time on the property or in any portion of this facility.
5. Be responsible to oversee that its personnel, while on site, use no tobacco products at any time.
6. Be responsible to oversee that its personnel and visitors obey parking regulations.
7. Be responsible to oversee that if any event held at ESCNJ is to be televised that graphic of credit to ESCNJ is visible on the screen at the beginning of the promotion, production and airing of said event.
8. Be responsible to oversee that no advertising in conflict or direct competition with the advertisers or ESCNJ shall be on display without prior approval.
9. Be responsible to oversee that no commercialization of private business interest of its personnel shall profit in any way from use of the facility.
10. Be responsible to oversee that its personnel does not use this facility for advancement of any religious creed or act.
11. Understand that the ESCNJ Administration and Staff have the final say on rules and regulations of the facility.
12. Be responsible for enforcing building occupancy regulations.
13. All outside vendors must be approved by ESCNJ. Any vendor not approved by ESCNJ will be directed to leave and **Name of Entity** will forfeit their deposit, and risk future eligibility for a Service Agreement.
14. Be responsible for adhering to the capacity and fire code restriction. It is **Name of Entity's** responsibility to police this. If the session gets shut down by Fire Marshall for non-compliance, ESCNJ is not responsible for any refunds or revenue lost for said infraction.
15. Understand that the renter must be 21 years of age to be permitted to assume responsibility for the agreement of the ESCNJ facilities.
16. Understand that the ESCNJ reserves the right to revise the Service Agreement rates and procedures at any time.

I agree to all of the above:

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Signature of Authorized Representative

**Name of Entity**

*(Please print name)*

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Signature of Authorized Representative

ESCNJ

*(Please print name)*

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Date

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Date