

ROOM RENTAL AGREEMENT Public Entity

This Agreement (the "Agreement") is entered into on the 6 day of Apr, 2026, by and between THE PENNSYLVANIA STATE UNIVERSITY, a state-related institution and instrumentality of the Commonwealth of Pennsylvania subject to the Pennsylvania nonprofit corporation laws, (the "University"), on behalf of Eric J. Barron Innovation Hub Office of Entrepreneurship and Commercialization (the "UNIT") having an address at 123 S. Burrowes Street; State College, PA 16801, and the "CLIENT" identified below.

The following terms of the Agreement shall be considered part of the Agreement and fully incorporated herein:

EVENT NAME/PURPOSE (the "EVENT")	Chief Science Officers End of Year Celebration			
CONFIRMED EVENT DATE	April 14, 2026			
NAME OF CLIENT (the "CLIENT")	The Central Intermediate Unit 10			
CLIENT ADDRESS	200 Shady Lane, Suite 115, Philipsburg, PA 16866			
CLIENT EMAIL	cvasas@ciu10.org			
CLIENT TELEPHONE	814-342-0884 ext 3031			
RENTAL PERIOD	EVENT/ACTIVITY	VENUE	FEE	EXPECTED ATTENDANCE
8:30am-2:00pm	Meeting	612	\$325.00	40
Total Rental Fees*:			\$325.00	\$
*Subject to additional fees as noted in the Agreement below				

1. **VENUE RENTAL**

Subject to the full execution and delivery of this Agreement and Client's payment of the Deposit in full in accordance with the terms and conditions of this Agreement, the event space noted in the Table above (the "Venue") is reserved for the Client. The Client agrees to rent the Venue subject to the terms and conditions set forth in this Agreement.

For the Venue, the following conditions apply:

- All Event Spaces are rentable on the days and times outlined in Section 2 below.
- Catered food and beverage is allowed.
- The space will include Zoom capability for virtual participation and screen sharing, trash and custodial services before and after the event, and table and chair setup according to your preferred layout. We will also ensure the cleanliness of the event area.

- The Client is responsible for the set-up and cleanup of the event space, including removal of personal items and trash. All decorations or materials must be pre-approved by the Unit to ensure compliance with university policies. The Client must coordinate the use of audiovisual equipment with the Unit’s staff and ensure its proper return. The Client is also responsible for supervising attendees and ensuring compliance with university policies, including fire safety and emergency procedures.
- The possession, use, distribution, and sale of alcoholic beverages are prohibited unless authorized in accordance with university policy. The Client is responsible for meeting all requirements for alcohol-related events and must submit the necessary forms for approval.
- The Client agrees to indemnify and hold harmless the Unit and Pennsylvania State University from any claims or damages arising from the event. The Client is responsible for obtaining event insurance and must provide proof upon request.
- The Client is responsible for any damage to the event space or property during the event. Damages must be reported immediately, and the Client agrees to cover the repair costs.
- The rental time period includes all elements pertaining to the event, such as arrival, set-up, the gathering, cleanup, and departure. If the Client’s event is not concluded at the contracted time, including cleanup time allotted, the Unit will assess a penalty at the applicable additional hourly rate, as noted in Section 2 below.

2. RENTAL FEES; VENUE DETAILS

The estimated fees shown in the Table on Page 1 are more fully described in this Section 2 and may be amended following the Event, as noted, in accordance with the terms and conditions of this Agreement. Client agrees to pay the Fee referenced on Page 1 (herein, a “Rental Fee” and collectively, the “Rental Fees”). Rental Fees are more fully described below:

The estimated fees shown in the Table on Page 1 are more fully described in this Section 2 and may be amended following the Event, as noted, in accordance with the terms and conditions of this Agreement. Client agrees to pay the Fee referenced on Page 1 (herein, a “Rental Fee” and collectively, the “Rental Fees”). Rental Fees are more fully described below:

ROOM 603 Initial: _____

I. Maximum Number of Attendees:

- 120 attendees with tables and chairs
- 150 attendees with only chairs

II. Days Available:

- Sunday through Saturday

III. Hours Available:

- Hours vary depending on the event. Specific hours can be requested through the Events and Facilities Coordinator.

IV. Minimum/Maximum Block of Time:

- The block of time for an event is **per day**.
- There is **no minimum block of time** required.

Rental Fees:

Duration	Weekday (Mon–Fri)	Evening	Weekend
4 hours or less	\$250 (no support) / \$275 (with support)	\$275 / \$300	\$375 / \$412
More than 4 hours	\$350 (no support) / \$375 (with support)	\$350 / \$375	\$487 / \$525

- Mandatory Room Setup & Cleaning Fee: \$250 (Covers setup, cleaning, furniture arrangement/reset, and trash removal)

Start Time: _____ **End Time:** _____

OVERSTAY FEES: for use of the venue beyond the contracted time slot, as noted under RENTAL PERIOD on PAGE 1. This fee will be calculated on a daily basis and will not be prorated.

University Standard Rate

- \$275.00 Event Fee with General Support
- \$375.00 Event Fee without General Support

ROOM 612 Initial: CPV

I. Maximum Number of Attendees:

- 40 attendees maximum
- 28 attendees with standard room set

II. Days Available:

- Sunday through Saturday

III. Hours Available:

- Hours vary depending on the event. Specific hours can be requested through the Events and Facilities Coordinator.

IV. Minimum/Maximum Block of Time:

- The block of time for an event is **per day**.
- There is **no minimum block of time** required.

Rental Fees:

Duration	Weekday (Mon–Fri)	Evening	Weekend
4 hours or less	\$200 (no support) / \$225 (with support)	\$225 / \$250	\$300 / \$337
More than 4 hours	\$300 (no support) / \$325 (with support)	\$300 / \$325	\$412 / \$450

- \$250.00 Room Configuration Fee (only if non-standard setup is requested)

Start Time: 08:30AM **End Time:** 2:00 PM

OVERSTAY FEES: for use of the venue beyond the contracted time slot, as noted under RENTAL PERIOD on PAGE 1. This fee will be calculated on a daily basis and will not be prorated.

University Standard Rate

- \$325.00 Event Fee with General Support
- \$300.00 Event Fee without General Support.

Lobby/Mezzanine Area Initial: _____

I. Maximum Number of Attendees:

- 100 attendees maximum in the combined space; or
- 60 attendees for the Lobby only

II. Days Available:

- Sunday through Saturday

III. Hours Available:

- Hours vary depending on the event. Specific hours can be requested through the Events and Facilities Coordinator.

IV. Minimum/Maximum Block of Time:

- The block of time for an event is **per day**.
- There is **no minimum block of time** required.

Rental Fees:

Duration	Weekday (Mon–Fri)	Evening	Weekend
4 hours or less	\$125 (no support) / \$150 (with support)	\$150 / \$175	\$187 / \$225
More than 4 hours	\$175 (no support) / \$200 (with support)	\$200 / \$225	\$262 / \$300

- \$250.00 Room Configuration Fee (only if non-standard setup is requested)

Start Time: _____ **End Time:** _____

OVERSTAY FEES: for use of the venue beyond the contracted time slot, as noted under RENTAL PERIOD on PAGE 1. This fee will be calculated on a daily basis and will not be prorated.

University Standard Rate

- \$200.00 Event Fee with General Support
- \$175.00 Event Fee without General Support

3. PAYMENT OF FEES

Client agrees to pay Rental Fees by University-authorized method as directed by the Event Manager:

- **Rental Fee Payment: The full Rental Fee is due thirty (30) days prior to the event. A reminder invoice will be sent to the Client at that time.**
- **Additional Charges: Any additional charges incurred by the Client in connection with the event (such as Overstay Fees or costs to restore the Venue due to damage caused by the Client, the Client’s guests, or service providers) will be invoiced to the Client and are due within thirty (30) days of the invoice date.**

4. EVENT VENUE AVAILABILITY

Client acknowledges and agrees that if, for reasons beyond the control of the Unit, the Venue reserved for the Client is not available or usable for the event, the Unit will use commercially reasonable efforts to substitute alternate event space within that will accommodate the number of people expected to attend the event. The Client hereby agrees to accept such substitution with the understanding that the alternate event space may require a change to the rental fees and a new signed agreement. If the Unit is not able to provide an alternate event space, it will refund the deposit amount in full.

5. COMPLIANCE WITH UNIVERSITY POLICIES AND LAW; EVENT PURPOSE

Client acknowledges and agrees to comply with all applicable rules, regulations and policies of The Pennsylvania State University regarding the use of the University's facilities, including, without limitation, Policy AD02 and Policy AD02A, and with any applicable state, federal or local laws and regulations applicable to Client's event and this Agreement. In accordance with the University's [Policy AD02](#), the use of the facilities by non-University groups must be for noncommercial purposes only. CLIENT represents to University that its proposed use of the Venue pursuant to this Agreement is for a noncommercial purpose, and CLIENT agrees not to use the Venue for any commercial purpose.

Fund-raising activities at any Venue may only be conducted with, or co-sponsored by, an organized student group of the University, or a University college, department, or administrative unit that shares a bona fide parallel interest with the non-University group and participates equally with that group in planning the activity.

6. CANCELLATION POLICY

Client may elect to cancel Client's event and the use of the Venue by prior written notice no less than 72 hours of the event to the Events and Facilities Manager (the "Cancellation Notice"). In the event Client elects to cancel Client's event, Client agrees that the University shall be entitled to retain the Event Fee and the Client:

If the Cancellation Notice is received by the University less than seventy-two (72) hours prior to the Confirmed Event Date, the Client will incur a Cancellation Fee equivalent to the full event fee cost of \$251.70. If the Cancellation Notice is received seventy-two (72) hours or more prior to the Confirmed Event Date, no Cancellation Fee shall be charged.

7. INDEMNIFICATION STATEMENT

Concurrently with the execution and delivery of this Agreement, Client agrees to also execute and deliver to University, the University Release and Indemnification Agreement attached hereto as Appendix A, which is incorporated herein and made a part hereof.

8. USE OF TRADEMARKS

Client agrees that it will not use any trademarks, trade names, service marks, symbols or logos of The Pennsylvania State University without the prior written consent of the University. Subject to such approval, Client may use the Penn State name and logo in its promotional materials only to identify the location of the event and may not alter or change the Penn State name and logo in any way. In addition, a disclaimer must be included at the bottom of the promotional literature indicating that the program is not affiliated in any way with The Pennsylvania State University. No other use of Penn State's copyrighted property, including its names, trademarks, symbols, or logos, is permitted without prior written authorization of The Pennsylvania State University.

9. FORCE MAJEURE

Neither party shall be liable to the other party for failing to perform any of its obligations under this Agreement when such failure is due to causes beyond either party's reasonable control, including, but not limited to: pandemics or epidemics (including the COVID-19 pandemic); a breakdown of communication systems, utilities, or transportation systems; labor strikes or other industrial disputes; civil disturbance; weather conditions or acts of God or nature (including without limitation flood, fire, storm, tornado, earthquake, hurricane, and other natural disasters); acts of war such as invasions, military or usurped power, or sabotage; or a law, regulation, order, or other action by any public or regulatory authority or control which renders performance illegal, commercially impracticable, or impossible (hereinafter, a "Force Majeure Event"). In the event that a Force Majeure Event occurs that makes it impossible, illegal or commercially impracticable for a scheduled event to take place as scheduled, then either party may cancel the applicable event and terminate this Agreement with respect to each such event by written notice to the other party, and in the event of such cancellation and termination, neither party shall be liable to the other for any termination fee or other liability (including any Cancellation Fee), and University shall refund the Deposit to Client.

10. GOVERNING LAW AND JURISDICTION

This Agreement shall be governed by and be construed in accordance with, the laws of the Commonwealth of Pennsylvania, without regard to its conflicts of law provisions. The parties hereto specifically agree that the exclusive place of jurisdiction of any dispute arising hereunder shall be the Court of Common Pleas of Centre County, Pennsylvania, or the United States District Court for the Middle District of Pennsylvania.

11. ASSIGNMENT; BINDING EFFECT

Client may not assign this Agreement, or any rights, interests or obligations hereunder to any other person or entity without the express written consent of University and any such attempted assignment shall be void and have no force and effect. Subject to the preceding sentences, this Agreement shall be binding upon and inure to the benefit of the parties hereto and their permitted successors and assigns.

12. ENTIRE AGREEMENT; AMENDMENT; WAIVER

This Agreement (including any attachments and any website policies referenced herein), along with the University Release and Indemnification Agreement, constitutes the entire agreement between the parties, and supersedes all prior and contemporaneous understandings whether written or oral with respect to the subject matter hereof. No amendment or modification to this Agreement shall be effective unless it is in writing and signed by the parties. No waiver by any party of any right or remedy under this Agreement shall be effective unless made in writing, and each such written waiver shall be limited to the specific instance referred to in such writing.

13. SEVERABILITY

Each party agrees that, should any court or other competent authority hold any provision of this Agreement or part hereof to be invalid, illegal or unenforceable in any jurisdiction, such invalidity, illegality or unenforceability shall not affect any other term or provision of this Agreement or invalidate or render unenforceable such other term or provision in any other jurisdiction.

14. NOTICES AND CONTACT INFORMATION

Any agreement, notice, request, instruction, or other communication to be given hereunder by any party to the other party shall be in writing to the address set forth above and shall be effective when received by the other party. All Client contracts should be directed to the Unit, Attn: Events &

Facilities Coordinator, 123 S. Burrowes Street; State College, PA 16801. All questions about this Agreement or Client's event should be directed to:

Contact: Jamie Russler
Telephone Number: 814-422-4105
Email: jrussler@ciu10.org

15. COUNTERPARTS; ELECTRONIC SIGNATURES

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall be one and the same document. A copy (including PDF) or facsimile of a signature shall be binding upon the signatory as if it were an original signature. The parties agree that this Agreement may be executed by means of electronic signatures and that each copy to which such electronic signatures are affixed shall be deemed to be an original.

IN WITNESS WHEREOF, this Agreement has been duly executed by the authorized representatives of the parties hereto as of the dates set forth below.

UNIVERSITY:

CLIENT:

THE PENNSYLVANIA STATE UNIVERSITY

Signed: _____

Signed: _____



Name: _____

Name: Dr. Curt P. Vasas

Title: _____

Title: Executive Director

Date: _____

Date: 06-Apr-2026

Appendix A

University Release and Indemnification Agreement



UNIVERSITY RELEASE AND INDEMNIFICATION AGREEMENT

For Use Of University Facilities By Non-University Groups

Name of Campus: The Penn State University - Main Campus

Purpose(s) of Use: Event Space

The Pennsylvania State University (hereinafter referred to as "University"), hereby agrees to permit The Central Intermediate Unit 10 (hereinafter referred to as "Organization") to use to use the following University premises: PSU Innovation Hub - Room 612 on 14-Apr-2026 from 08:30 (AM/PM) to 14:00 (AM/PM), but only for the purpose(s) listed above.

In consideration of University permitting Organization to use University premises, and intending to be legally bound, Organization hereby agrees as follows:

1. Organization, on behalf of itself, its members, agents and employees hereby releases University, its trustees, officers, agents and employees, from all liabilities and claims for damages and/or suits for or by reason of any injury or injuries to any person or persons or property of any kind whatsoever from any cause or causes whatsoever while Organization is in or upon any University premises, including the particular premises described above (collectively, the "Premises"), during the term of this Agreement, or occasioned by any occupancy or use of any University Premises or any activity carried on by the Organization in connection therewith.
2. Organization hereby covenants and agrees to indemnify, defend and hold harmless University, its trustees, officers, agents and employees, from and against any and all liability, claims, charges, expenses (including counsel fees) and costs on account of or by reason of any injuries, liability, claims, suits, or losses however occurring or damages growing out of the same, arising directly or indirectly out of Organization's occupancy or use of University Premises or any activity carried on by the Organization in connection therewith, whether or not caused in part by a party indemnified hereunder.
3. The Organization shall provide a Certificate of Insurance evidencing General Liability Insurance of not less than \$1,000,000 per occurrence and written on an occurrence basis. The University must be shown as Additional Insured under the General Liability Insurance on the Certificate. The University reserves the right to require additional insurances or higher limits of coverage or to grant an exemption depending on the nature of the event.
4. Organization agrees to follow all applicable University policies. In particular, if the Organization's activity shall involve minors, Organization certifies that the Officer whose signature appears on this document has read University Policy AD39 Minors Involved in University-Sponsored Programs or Programs Held at the University and/or Housed in University Facilities and the Organization has complied with all relevant aspects of University Policy AD39 Programs Involving Minors Housed in University Facilities.
5. The University has the right to terminate Organization's use of any University Premises if, in the sole discretion of University, such use would interfere with operation of the University, or if the event cannot be held by reason of fire, flood, acts of God, strikes, labor disturbances, or other events beyond the control of the University.
6. The Organization agrees to release, hold harmless and defend the University from any costs, including legal fees, due to the University's termination of Organization's use of any University Premises.
7. This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The Organization hereby agrees to be subject to the jurisdiction of the courts for the County of Centre, Pennsylvania and agrees further that Centre County shall be the venue for any and all legal actions brought under this Agreement.
8. The signatory is authorized to sign this document on the Organization's behalf and understands and agrees that the University accepts no responsibility or liability for any acts or injuries occurring from the use of the University facilities for the purpose stated above.

By signing below, the Organization's Officer affirms that they are authorized to obligate the Organization to all of the above terms of this agreement.

Officer Name and Title Dr. Curt P. Vasas, Executive Director

Signature, Organization Officer  Date 06-Apr-2026

Telephone Number 814-342-0884 Email cvasas@ciu10.org

Organization must return signed Agreement and Certificate of Insurance to the Contact Person listed below.

CAMPUS/COLLEGE CONTACT INFORMATION:

Campus/College Contact Person Nicole M. Bauman, Director of Administration

Contact Person PSU Email nmb162@psu.edu Office Telephone # 814-865-7134

Distribution: Please email the signed form with the Certificate of Insurance to psucontracts@psu.edu at least two (2) weeks prior to Event. Issuing office retains the original and the Organization Certificate of Insurance.