



Gaining Grounds Conference Center Room Policy for Use & Room Reservation Procedures

1. **General Information.** Located along State Road 120 in Bristol, the Gaining Grounds Center can easily be accessed via the Indiana Toll Road, County Road 17 or State Road 15.

ADEC's Gaining Grounds Center offers state-of-the-art equipment in its large conference room that can easily be converted into three smaller meeting rooms. The Gaining Grounds Center is also home to ADEC's flagship Gaining Grounds Coffee House, which offers a full range of coffee and espresso-based drinks. Your guests can purchase a cappuccino on their way into your meeting or ADEC can provide coffee service to all meeting participants. By renting space in ADEC's Gaining Grounds Center, you are helping our community learn about how we provide choice and possibility to individuals with intellectual and developmental disabilities.

2. **Eligible Organizations.** ADEC Inc., may rent the conference room to nonprofit organizations, government/tribal entities, professional and social associations, business organizations whose mission and/or vision does not promote harm or contradict ADEC Inc.'s mission. Religious services, sales solicitations, political campaigns/meetings are not permitted. ADEC Inc. may request verification of nonprofit status prior to booking. ADEC Inc. reserves the right to deny the conference rooms and property base on the priorities of ADEC and reserves the right to amend this policy as it sees fits.
3. **Rooms Available for Use.** The conference center's total square footage is 2,200, with two end rooms each measuring at 800 sq. ft. and the middle room at 600 sq. ft. Comfortable capacity for all three rooms is 150. ADEC Inc. can provide up to 100 blue and 50 grey stackable chairs; the rooms come standard with tables that may support our guest(s) needs.
4. **Hours of Use.** The conference rooms are available for use **Monday through Friday between the hours of 8:00am-4:00pm.** ADEC Inc. does not rent the facility out on evenings or weekends.
5. **Room Reservation.** Reservations will be accepted on a first-come, first serve basis. ADEC Inc. reserves the right to reassign your group to a different conference room, if the number of attendees has changed dramatically. ADEC Inc. also reserves the right to reassign rooms should an internal need supersede it. ADEC Inc. will do a pre and post event inspection walk-through with the Renter regarding the condition of the rooms to ensure no additional cleaning costs will/have been incurred.
6. **Reservation Cancellation.** In order to receive a refund of the \$20 Deposit Fee (per room), a cancellation request should be submitted no less than forty-eight (48) business hours prior to the start of the event.
7. **Food and Beverage.** Outside food and beverage are allowed in the conference rooms. Alternatively, the Renter may request for pre-event arrangements for light food and coffee service from Gaining Grounds Coffee Shop. A 3-week notice is needed, to make these arrangements, and payment must be made at the time of order. Pre-packaged items are also available in the Gaining Ground Coffee Shop.
8. **Audio-Visual.** Gaining Grounds Conference rooms will have a TV, HDMI wall ports, Air Play capability, one centralized DVD player that can broadcast to all rooms, and a projector with a project screen (Room 2 only).



Volume of TV, videos, speeches or activity in the rented rooms must be kept to normal levels. Renter may be asked to lower volume that is considered excessive. Please discuss your needs when booking the space.

9. **Technology Policy for use of Conference Rooms.** If your presentation or meeting requires a laptop, you must supply your own. Guest may get access to Gaining Ground's internet which is free to the public. [Please note that the network is unprotected.]
10. **Costs.** A \$20 Refundable Deposit per room is required to reserve the room two weeks in advance of the event. The deposit ensures that the Renter understands and adheres to our cancellation policy and cleaning/damages policy. The Renter shall pay to ADEC Inc. the following on the day of the event:
- Half Day**—4 Hours: \$25 Rental Fee Per Room
 - Full Day**—8 Hours: \$50 Rental Fee Per Room

Additional cleaning fees or charges may apply when an event includes food/catering. Any damages to the facility shall be fixed or paid for by the Renter.

11. **Ethical Standards.** ADEC Inc. presumes that all organizations hosting events will uphold high ethical standards without regard to race, color, religion, age, sex, national origin, genetics, protected veteran status, sexual orientation, gender identity or expression, disabling condition, or any other characteristic protected by federal, state or local laws.
12. **Other Considerations.**
- No weapons or firearms allowed on ADEC Inc. property.
 - This agreement is non-assignable and non-transferrable.
 - Alcoholic beverages or drugs are not allowed on ADEC Inc. property.
 - The Renter must be the host and in attendance throughout the event.
 - At the end of the event, the facility shall be left in a clean and safe condition.
 - Renter shall not violate any local, State or Federal law on ADEC Inc. property.
 - Renter shall remove all personal property, trash, and other items at the end of the event.
 - All standalone decorations and signage must be removed immediately following the event.
 - Renter shall not make any alterations to the facility, fixtures, building systems or equipment.
 - ADEC Inc. is a non-smoking facility—no smoking, vaping or e-cigarettes allowed on ADEC Inc. property.
 - ADEC, Inc. reserves the right to enter and inspect the Facility at any time for any purpose during this event.
 - Wall, ceiling decorations or signage that is applied with the use of tape, makers, nails, etc. are not allowed as they may cause damage and additional cleaning charges to the Renter. Limitations apply to the use of tape, balloons and glitter. Candles and/or other items that require fire are not allowed.

WAIVER/RELEASE OF LIABILITY:

By the execution of the Release, the Renter agrees that the ADEC, Inc. shall not be liable for any damages arising from personal injuries sustained by Renter or anyone under the Renter's custody, care and control, because of all activities related to the rental, operation or use of facilities and equipment provided by the Owner. The Renter assumes full responsibility for any such injuries or damages which may occur, and further agrees the Renter shall not be liable for any loss or theft of personal property. The Renter shall hold the Owner harmless against any legal actions relating to the facility rental.

RENTER'S SIGNATURE _____ ADEC, Inc. Date _____



This contract for the rental of ADEC’s Gaining Grounds Conference Center is made between ADEC, Inc., the Owner, and _____, the Renter.

The Renter wishes to temporarily rent, occupy and make sure of the Owner’s venue, located at **19670 State Road 120, Bristol, Indiana 46507**, known as Gaining Grounds Conference Center. Each Meeting Room has a maximum seating capacity of 50 Attendees across all three Meeting Rooms.

The Rental Period is **Monday through Friday 8:00am-4:00pm** during ADEC’s regularly scheduled business hours.

MEETING ROOM	DATE	HALF DAY (1-4 HRS)	FULL DAY (UP TO 8 HRS)	# OF ATTENDEES (APPROX.)
#1				
#2				
#3				
ALL THREE				

RENTER’S Signature: _____

RENTER’S Name: _____

Date: _____

RENTER’S Address: _____

RENTER’S Email: _____

RENTER’S Phone: _____

OFFICE USE ONLY	
Authorized Signature, ADEC, Inc by: _____	Date: _____
Printed Name: _____	
PAYMENT METHOD:	
• Cash: _____	
• Check: _____	
• Credit Card: Type (Visa, Mastercard, AMEX, etc.) _____	
Credit Card Number: _____	
Expiration Date: _____ CVC: _____	