



**TRAINING FACILITY RENTAL AGREEMENT**

Training Facility Located at  
10510 West Sam Houston Parkway South  
Houston, Texas 77099

*Please fill out and sign the form below to reserve our training facility.  
If you would prefer to fax: Fax: 281-776-1970*

Company Name						
Date(s) Requested		To		Hours Requested		To
Contact Name				Contact Phone		
How Many in Group:						
Contact Email						
Rental Fee:						

The room rental fee is **\$200 per day** (8am to 5pm) or **\$100 per half day** (4 hours) and includes:

- Screen and Projector with wired computer (prewired for laptop connection)
- 20 computers with Microsoft XP (Word, Excel, Power Point and Outlook)
- Seating at desks for 40 people/ seating for 60/ standing room for 80 people
- Internet and WiFi access, 2 Dry Erase whiteboards
- Full access to the connected kitchen and kitchen cleaning fee

<b>Initials</b>	<b>Please acknowledge that you have read, understand, and agree to abide by the following policies by initialing next to each line below:</b>
	<b>Smoking Ordinance:</b> Houston city ordinance makes it illegal to smoke in a commercial building within the city limits, and also requires smokers to be no less than 25 feet from any entrance/exit. Smokers should walk to the area under the trees along the Beltway feeder road.
	<b>Parking:</b> Classroom parking is available in the lot across South Street (10460 W Sam Houston Pkwy S, Houston, TX 77099). Please note that any cars parked in a spot designated "Century Employee Parking" will be asked to relocate.
	<b>Overtime Fee:</b> Any rentals extending beyond 5:00 PM will incur an overtime fee of \$75 for each whole or partial hour the room is occupied past 5:00 PM. (Ex: 5:00 PM to 6:30 PM = \$150 overtime fee)
	<b>Additional Seating:</b> If your group requires seating for more than 40 people, 48 hour advanced notice is required.
	<b>Copying and Printing:</b> Please bring all required copies and handouts with you. A black and white printer is set up in the classroom, but there is not a copy machine.
	<b>Cancellation Fee:</b> Cancellations must be received no less than 48 hours prior to the rental date. Cancellations received within 48 hours of rental date incur a \$100 cancellation fee.
	<b>Cleaning Fee:</b> A \$75 cleaning fee will be assessed to renters who do not place all food and remaining items in the trash prior to leaving the facility.
	<b>Computer Software:</b> Any software requirements are the renter's responsibility. Contact Marketing to set up software installation on the training computers prior to your rental.

Thank you for choosing Century A/C Supply for your training needs. If you have any questions or comments, please contact Marketing Department. Please note that reservations are not confirmed until a signed rental agreement and payment are received.

**Marketing Dept.**  
Phone: 281-776-8111  
Fax: 281-776-1970  
marketing@centuryac.com

By signing below, I acknowledge that I have read, understand, and agree to abide by all terms and conditions of the Training Facility Rental Agreement. Furthermore I certify that I have the authority to enter into such an agreement on behalf of the Company stated above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Title \_\_\_\_\_

For Office Use Only			
Agreement Received		Payment Received	Payment Type
Received By			