

Educational Conference Center at Luzerne County Community College Catering and Facility Policies~Exhibit A

Deposits and Payments

The Educational Conference Center at Luzerne County Community requires a \$200.00 deposit when booking facility space and/or food service. This fee is non-refundable unless the College is forced to reschedule/ cancel a function due to unforeseen circumstances. At the time of booking the following required documents must be submitted including **Tax Exempt documentation (if applicable) and Liability Insurance**. All functions will be invoiced within 7 business days of the close of the function and payment is expected within 30 days of receipt. Payments may be made by either check or credit card. A \$100.00 fee will be added to the invoice monthly if not paid within 30 days of receipt. All food service items are subject to a 6% Pennsylvania sales tax fee. For Video Conferencing services a \$200.00 non-refundable deposit is required at the time of booking.

Food and Beverage Policies

The Educational Conference Center at Luzerne County Community College requires that all functions use the College's Food Service for its refreshment needs. At no time will guests or event organizers be permitted to bring outside food/beverages into the facility. In addition, due to health and safety concerns post-function food service items will not be permitted to be removed from the building. All final/guaranteed food service guest counts are due 7 business days prior to the function. This number provided is the minimum that will be billed unless guest counts are higher than provided. Cancellations are required to be submitted 7 business days prior to the function. Cancellations less than 7 business days prior to the event will result in full charges for the guaranteed guest count. *Please note that the Educational Conference Center is NOT a peanut or tree nut free environment. We do process nuts in our kitchen which creates the potential for cross-contact and contamination.

Service Standards

The Educational Conference Center at Luzerne County Community College and its staff take pride in providing high-quality, exceptional service and the freshest of food service choices. In order to achieve this goal, food service items will be available for guest consumption for 2 hours. Additional time may be requested and a refresh fee will be added to ensure item freshness.

Room Assignment/Set Up

The Educational Conference Center at Luzerne County Community College reserves the right to assign and re-assign function space according to the number of guests expected. If guest numbers are lower than expected, a smaller yet suitable space will be provided. Typically, room set up times are a maximum of 2 hours prior to the scheduled function. If more time is needed, 48 hour notice is required. The use of confetti, streamers, artificial snow, glitter, silly string and items attached to the walls are prohibited. Damage to the facility and its contents will result in an additional facilities charge.

Catering and Facility Policies Cont.

Drug and Alcohol Policy

The consumption or possession of alcoholic beverages by students on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchase, or attempts to purchase, possess, consumes or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any members of the college community caught consuming, using, selling, providing, or possessing any illegal drug will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in the College student handbook and policy manuals. Smoking is prohibited in all College facilities.

Firearms and Other Weapons

The possession or use of firearms, explosives, chemicals, and other lethal weapons on college property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring propelled guns. Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college sponsored events on or off campus. Only authorized on duty law enforcement or campus security personnel may possess a firearm on college owned property.

Emergency Situations

In the rare event that the Educational Conference Center must close due to an emergency situation, paid deposits will be refunded or applied to a rescheduled event.

Inclement Weather

When booking an event at the Educational Conference Center between the months of November and March, event organizers are strongly encouraged to select an alternative snow date. If an alternative snow date is not selected and a weather emergency is a possibility, the Educational Conference Center will do everything possible to reschedule your event within an appropriate timeframe for guests to be notified of the change. If the College is running on a Compressed Schedule, 8:00 am events and functions will begin at 10:00 am. If the College is closed on the date of the scheduled event, the Educational Conference Center will follow College policy and the event will be cancelled and rescheduled for a later date.

We look forward to planning your next conference, meeting or special event!

The Educational Conference Center at Luzerne County Community College

1333 S. Prospect St. Nanticoke, PA 18634

1-800-377-5222 x7476

www.luzerne.edu/ecc

