

Reserving Rooms

- Room reservations must be made using the online reservation system incuTrack. Reservations can be requested with a username and password at this site: <https://rfedc.incutrack.net/mrmlogin.cfm>.
- If the room is available, your reservation will be confirmed within two (2) business days via email. SCVBIC reserves the right to refuse any request for any reason.
- All rooms are kept locked when not in use. Normal business hours are 9:00 am – 4:30 pm. If access to the facility is required outside of normal business hours, a key card must be picked up from the front desk on the day prior to your event and return it immediately after completion of the event. Lost or unreturned cards will result in a \$25 fee.
- Cancellations must be made more than 24 hours prior to the start time of the event. Last minute cancellations will result in a charge of 15% of the room reservation fee.

Setup / Cleanup / Catering

- Your organization is responsible for making all setup, cleanup, and catering arrangements.
- Rooms are setup in a standard configuration. Organizations are welcome to change the configuration of the rooms, but they **MUST** be set up in the standard configuration upon event completion. Failure to leave the room in the same state in which it was found may result in denial of future reservation requests.
 - Conference room – U-shaped table setup for 12 with 4 extra chairs on the outer walls
 - Training room – rows of tables seating 46
- If your event will be catered, someone from your organization must be present when the caterer arrives. Your caterer should communicate directly with you, not SCVBIC.
- You may not store food items in the refrigerator or on the counters after your event has ended – anything left over will be thrown out. Please coordinate with your caterer to pick up their service items (including any tables, chairs, china, and linens) immediately after the event.
- All trash items must be deposited into a trash receptacle upon event completion. Receptacles are available by the restrooms and in the Kitchen/Break Area.
- Organizations are allowed 15 minutes for setup and 15 minutes for cleanup and will not be charged for this time. If additional time is needed, prior arrangements must be made, and you may be subject to additional fees.

Audio / Visual Equipment

- Audio/Visual equipment is included in the rental rate for each room. Refer to the manuals located in the rooms for questions regarding use of the equipment.
- The A/V equipment is to be left in the condition in which it was found. Your organization may be responsible for any damages to the equipment.

Miscellaneous

- SCVBIC is not liable for anything lost or stolen from the room. All personal items and rental equipment left unattended, at any time, are the sole responsibility of your organization.
- If you plan on setting up a table outside of a conference room, you must indicate this in your request.
- Payment in full is required by the start time of the event.
- Organizations not abiding by these rules or causing damage to any of the furniture, fixtures equipment or property may be subject to additional fees.

Food/Catering

- Multiple options are available for catering around the St Croix Valley area
 - Pairfection Catering (Junior's)
 - 414 S Main St, River Falls WI 54022
 - (715) 425-6630
 - Jimmy Johns
 - 477 Spruce St, River Falls WI 54022
 - (715) 425-9064
 - Smokey Treats Fusion BBQ
 - 127 North Main St, River Falls WI, 54022
 - (715) 222-1299

Selected Space

- Conference Room
- Training Room
- Other _____

Printed Name

Company Name

Signature

Date(s)