

Rental Fee Schedule

Auditorium		Technology Room		Committee Room	
Member	Non-Member	Member	Non-Member	Member	Non-Member
<i>All Day: \$125</i>	<i>All Day: \$250</i>	<i>All Day: \$250</i>	<i>All Day: \$350</i>	<i>All Day: \$75</i>	<i>All Day: \$100</i>
<i>Half Day: \$75</i>	<i>Half Day: \$150</i>	<i>Half Day: \$150</i>	<i>Half Day: \$200</i>	<i>Half Day: \$50</i>	<i>Half Day: \$75</i>

Charges are based on a half day (4 hours or less) or a whole day (approximately 8 hours) rental period. Beginning time for events should begin no earlier than 8:30 a.m. and ending time should be no later than 5 p.m. Overtime arrangements can be made, but only with special consent from the GFWAR Chief Executive Officer.

Hours of Operation

8:30 a.m. through 5:00 p.m. (Monday – Friday)

The building is closed on Christmas Eve, Christmas Day, New Years' Eve, New Years' Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the Friday after Thanksgiving.

Maximum Room Capacity

Room attendance shall not exceed established room capacity. No seating or standing will be permitted in aisles.

Auditorium	120 seats
Committee Room	25 seats
Technology Center	10 students, plus 1 instructor

Liability

All building users are responsible for any damages or injuries related to the use of the building. A member renting the facility may request to meet with a member of the Association staff to inspect the building before departing. If necessary, a list of damages will be submitted to the GFWAR Chief Executive Officer and the renter will be subject to pay for the damages as required by the Room Rental Agreement.

Sound & AV Equipment Information

The person responsible for making audio-visual arrangements for the meeting is encouraged to contact the Chief Executive Officer or Executive Assistant at least two weeks prior to the event.

Noise levels will not be permitted to disturb other building occupants. Association staff reserves the right to determine if usage of a sound system will disturb other building occupants. Noise violators will be subject to immediate removal from the grounds without refund. Live bands and /or disc jockeys are not permitted. TV, VCR, microphone, lectern, projection screen, AV cart, chalkboard, flip chart and overhead projector are available for use on a limited basis at no charge to the renter. A DLP projector is available for use for \$175 per day for members and \$225 per day for non-members. There is an additional \$25 set up fee for the use of the DLP projector. No half-day rates are available for rental of the DLP projector.

Since AV equipment is assigned on a first-come, first-served basis, renters should notify GFWAR of AV needs when renting the room.

Food & Beverages

Rental of a room may include the use of the kitchen for an additional \$25 clean-up fee. All utensils and supplies necessary for the meeting will be furnished by the renter. Caterers are not allowed to enter nor have items delivered to the building before the specified rental period. In addition, caterers, or any other individuals are not allowed to leave items in the building after the specified rental period.

Beer, champagne and white wine only may be served in designated areas with prior consent of the Chief Executive Officer. Alcoholic beverages may not be possessed or consumed on the premises by anyone under 21 years of age. Alcohol must be confined to the rented area. Individuals and / or organizations serving alcoholic beverages are responsible for any damages to the facility or related injuries. In the event alcohol is served, no person under the age of 21 may be permitted on the Association premises by the renter.

Rules & Regulations

- Open flames are not permitted. No improvised lights are to be used, such as candles, hurricane torches, lanterns or flammable fuel of any kind.
- No smoking permitted in the building. Ashtrays are provided outside entrance doors.
- No animals will be permitted in the facility except those assisting mobility challenged individuals (example: seeing eye dog).
- All tables, decorations, displays, etc. must be arranged so that there are clear and unobstructed pathways that won't block emergency exits.
- All decorations must be on a table or free standing. (Nothing may be attached to ceiling, walls, window blinds, fixtures or windows, etc.)
- No storage space is available on a continuing basis to any organization or individual at any time. Decorations, equipment or supplies may be brought in only on the day of rental and during the specified rental period and all decorations, equipment and supplies must be removed by the end of the rental period.
- GFWAR is not responsible for any item left on the premises or the rented rooms at any time.
- Any activity, meeting, etc., which GFWAR staff deems as detrimental to the facilities will not be permitted. GFWAR reserves the right to exclude any group or individual deemed to be inimical or a risk to the property or GFWAR interests.
- Groups or individuals shall be given equal opportunity regardless of race, color, sex, religion, or national origin.
- All caterers and food service providers are responsible for cleaning before leaving.

Reservations

A room rental agreement form must be signed and submitted with a form of payment and satisfactory proof of liability insurance in order to submit a request for a reservation to the GFWAR Board of Directors or its designated officer. Please write any room set-up requests or AV equipment needs on the registration form. AV equipment available includes overhead projector, TV / VCR, microphone, projection screen, flip chart, and blackboard. A DLP projector is available, but at a separate rental fee. Reservations are not confirmed until the entire rental fee has been paid in advance and the rental application has been reviewed and approved by the GFWAR Board of Directors or its designated officer.

Cancellations

All cancellations must be submitted in writing to GFWAR at least two weeks prior to the room rental due date to receive a fifty percent refund of the room rental fee and all other rental charges. No refund will be made if cancellation occurs within two weeks or less prior to the room rental date.