
Multipurpose Room Rentals - General Information

Directions to the SEFAA Center:

- Enter 3400 W. Hospital Ave. into your GPS to get to the main entrance for our complex.
- Turn in between the low, curved concrete signs, drive to the end of the road, and you'll see our small building.
- You may want to post signs at the W. Hospital Ave entrance and throughout the property to direct attendees to your meeting. Signs are available in the SEFAA Center. Please return them to the Center before you leave.

Parking:

- There is one handicap parking space in front of the SEFAA Center.
- Parking is limited at the SEFAA Center, but you can unload there and then park elsewhere in the complex. However, please don't park in front of any loading areas/ramps because they are in constant use and it severely inconveniences our nice neighbors.
- Please encourage your attendees to carpool and use public transportation.

Entering the SEFAA Center: Your reservation confirmation email will include instructions about using the door lock.

Basic Amenities at the SEFAA Center:

- **Utilities:**
 - **Heating and air conditioning:** There are separate thermostats in the Multipurpose Room and the Kitchenette/Library. They have been programmed for normal usage hours. If you need to adjust the temperature, follow the instructions posted at the thermostat to set a new HOLD temperature.
 - **Electricity:**
 - Light switches are located throughout the facility.
 - Wall and drop-down ceiling outlets are available throughout the facility.
 - Extension cords and power strips are stored in the corner of the Multipurpose Room.
 - **WiFi** is available. Your reservation confirmation email will include the guest access code.
- **Restrooms:** One is in back corner of the Kitchenette/Library and the other is in the hall located to the right of the water heater closet in the Kitchenette/Library.
- **Tables and chairs:** There are 20 tables and 40 chairs available for your use.
- **Overnight Storage:** For multi-day rentals, you may leave items overnight. SEFAA is not responsible for items left overnight.
- **Trash and Recycling:**
 - Trashcans are located throughout the SEFAA Center.

678-235-4328
3420 W. Hospital Ave, Suite 103
Chamblee, GA 30341



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www.fiberartsalliance.org

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- There are separate bins provided for recycling paper, aluminum, glass, and plastics labeled 1-
Please ensure items are rinsed clean before recycling them.
- **Refreshments:**
 - The refrigerator, microwave, coffee pot, and teakettle in the Kitchenette are available for your use.
 - Food and beverages are not allowed the Wet Studio area for health and safety reasons.
 - A Menus box near the front desk contains listings of some nearby restaurants and some menus.

Before You Leave the SEFAA Center:

- Return tables, chairs, equipment, and supplies to where you found them.
- Clean, sweep, or vacuum as needed. Cleaning supplies are in the water heater closet in the Kitchenette/Library.
- Bag all trash and replace trash can liners as needed. Leave trash in the dumpster by the 3410 building on the left as you leave the complex.
- Take all left-over food with you.
- Ensure that the Main Room and Kitchenette/Library thermostats are in AUTO mode.
- Turn off lights in the Restrooms, Kitchenette/Library and Main Room. (There is one light in the hallway between the multipurpose room and the Kitchenette/Library that cannot be turned off.)
- Close all interior doors.
- Check that the building is locked.

If You Need Help:

- **Non-Emergency:** Email rentals@fiberartsalliance.org or call 770-639-6176 (Rentals Chair) or 678-235-4328 (SEFAA main number).
- **Emergency:** Call 911.