**Renter Information:**

|  |  |
| --- | --- |
| Individual/  Organization name: |  |
| Address: |  |
| City, State Zip: |  |
| Phone number: |  |
| Email address: |  |
| Contact name: |  |
| Contact  phone number: |  |
| Contact  email address: |  |

**Reservation Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Today's Date: |  | | |
| Event Date(s): |  | | |
| Event Name: |  | | |
| Arrival time (include time to setup/re-arrange tables and chairs): |  | | |
| Departure time (include time to return the room to the condition you found it): |  | | |
| Number of attendees: | * 0-10 | * 11-25 | * >25 |
|  |  |  |  |
| Will alcohol be served? If yes, a Certificate of Insurance for your event naming SEFAA as an additional insured must be received (see address above) more than fourteen (14) days prior to your rental date or your reservation will be canceled | * Yes | * No |  |
| Special requests: |  | | |

**General Information:**

|  |  |
| --- | --- |
| **Reservations:** |  |

* **Email your completed form to: rentals@fiberartsalliance.org or mail it to the address at the top of the page.**
* All rentals are displayed on the [SEFAA Center calendar](http://fiberartsalliance.org/home/calendar). You can check the availability of dates and times there while scheduling your events.
* All reservations are tentative until the SEFAA Treasurer receives the daily room deposit and the SEFAA Rentals Chair emails a reservation confirmation to the Renter Contact listed above.
* Your confirmation email will include your invoice number, the total charge for your reservation, the balance due, and the balance due date.
* For recurring reservations, submit a separate form for each date.

**Rental Rates:**

* Please be as accurate as possible when estimating your number of attendees. Members’ cost will be based on the number you provide and will not be adjusted.
* Organizations must be organizational members of SEFAA and individuals must be individual SEFAA members to rent at the member rate.
* Rates for the **meeting area** are:

|  |  |  |
| --- | --- | --- |
| **Number of Participants** | **Member Rate** | **Non-Member Rate** |
| 0-10 | $12/hr | $60/hr |
| 11-25 | $18/hr |
| >25 | $30/hr |

**Payment:**

* A $15 deposit per rental day must be received by the SEFAA Treasurer within ten (10) days of receipt of this reservation form or your reservation will be cancelled. (1-day rental = $15 deposit; 3-day rental = 3 x $15 = $45 deposit.)
* Your remaining balance is due to the SEFAA Treasurer no later than fourteen (14) days prior to your reservation date.
* Balances not received on time will accrue a $15 late fee.

**Website Calendar Entries**

* If you want additional descriptive information to be displayed for a rental event through the “More Info” option on the calendar, email the information to [rentals@fiberartsalliance.org](mailto:rentals@fiberartsalliance.org).
* If your event is open to the public, email [info@fiberartsalliance.org](mailto:info@fiberartsalliance.org) a short description and/or a link to more information and SEFAA will promote it on our [Bulletin Board](http://www.fiberartsalliance.org/home/calendar#Bulletin) calendar on the SEFAA website.

**Changes and Cancellations:**

* Email [rentals@fiberartsalliance.org](mailto:rentals@fiberartsalliance.org) or call 678-235-4328 (SEFAA main number) or 770-639-6176 (Rentals Chair) with any reservation changes as soon as possible. Your changes will be accommodated if possible.
* Deposits are not refundable, but will be transferred if an event is rescheduled at the time of cancellation.
* If your reservation is cancelled fourteen (14) days or less prior to your rental date, you will forfeit your deposit plus 50% of the balance for the cancelled rental.

**Accessing the SEFAA Center:**

* After your reservation is confirmed, you will receive an email from the Rentals Chair with a confirmation form and information about finding and accessing the SEFAA Center. The email will also include the chair's contact information in case you have any problems.
* One Handicap Parking space is near the entrance.
* We encourage you to car pool and to use public transportation since parking isn’t plentiful.
* If you need more spaces than are provided at our building, you can park at the other buildings. Please do not park in any spaces that have a loading ramp, other than SEFAA’s ramp.
* 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 at SEFAA. Please return them to the Center before you leave.

**Amenities at the SEFAA Center:**

* **Tables and chairs:** Use them as needed, but clean them and leave the space set up as you found it.
* **Light switches** are located throughout the facility.
* **Heating and air conditioning**: Thermostats are located in the Main Room and 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 .
* **WiFi** is available. The Rentals Chair will provide you with the guest access code.
* **Electricity:**
  + Wall and ceiling outlets are available throughout the facility.
  + Extension cords and power strips are stored in the corner of the main room.
* **Restrooms** are located in at the far right of the building.
* **Food and drink:**
  + The Hospitality area containing a refrigerator, coffee pot and teakettle is available for your use in the Kitchenette/Library. Please be respectful of others using this area and leave the space as you found it.
  + Do not place food or beverages in the Wet Studio area. This is a safety issue.
  + The **Menus** box near the front desk contains listings of some nearby restaurants as well as some menus. Please let us know of any restaurants we should add.
* **Recycling** of paper, aluminum, glass, and plastics labeled 1-7 is encouraged. Separate bins are provided in the Main Room for paper and the other items. Please ensure recycled items are rinsed clean.
* **Trash**: Please do not leave food in the trashcans or full trashcans.
* **Overnight Storage**: For multi-day rentals, you may leave items overnight. SEFAA is not responsible for items left overnight.

**Departure Checklist:**

* Ensure that the Main Room and Kitchenette/Library thermostats are in AUTO mode.
* Ensure all interior doors are closed.
* Ensure lights in the Restrooms, Kitchenette/Library and Main Room are OFF.
* Ensure that all trash is removed and can liners are replaced. Place trash in the dumpster by the 3410 building on your way out.
* Ensure left-over food is removed from the refrigerator.
* Ensure that all areas are clean and everything is back where you found it.