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## Multipurpose Room Reservation Policies

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**Scheduling:** All rentals are displayed on the [SEFAA Center calendar](#). Please check the availability of the dates and times you would like to reserve prior to submitting your reservation.

### **Making a Reservation:**

- All reservations require a \$15 per rental day deposit (3-day rental = 3 x \$15 = \$45 deposit).
- You can reserve and pay your deposit online or you can download the reservation form and mail it along with your deposit to the address on the form.
- For recurring reservations, submit separate reservations for each date.
- Your deposit must be received by the SEFAA Treasurer within ten (10) days of receipt of your reservation or your reservation will be cancelled.

### **Reservation Confirmation:**

- All reservations are tentative until the SEFAA Treasurer receives your rental deposit and the SEFAA Rentals Chair emails a reservation confirmation to the Renter Contact listed on your reservation.
- Your confirmation email will include:
  - your invoice number;
  - the total charge for your reservation;
  - the balance due; and
  - the balance due date.

### **Balance Payment:**

- 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.

### **Changes and Cancellations:**

- Email [rentals@fiberartsalliance.org](mailto:rentals@fiberartsalliance.org) or call 770-639-6176 (Rentals Chair) or 678-235-4328 (SEFAA main number) 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 you cancel your reservation fourteen (14) days or less prior to your rental date, you will forfeit your deposit plus 50% of the balance for the cancelled rental.