



GULFCOAST SOUTH
AREA HEALTH
EDUCATION CENTER

Training Room Rental Policies

1. Priority for use of Training Room:
 - a. Gulfcoast South AHEC's (GSAHEC) Board of Directors, Chief Executive Officer and Staff will have the highest priority for the use of GSAHEC's Training Room. Other organizations may use the Training Room if it is available and the activities of the organizations do not conflict with other activities planned by GSAHEC.
 - b. The Training Room will be available to nonprofit organizations/community based programs for work related purposes, not private events. Those organizations that receive priority for the use of the Training Room will be those that support the primary mission of GSAHEC.
 - c. The final decision on who may use the Training Room is vested in the Chief Executive Officer. The CEO reserves the right to deny the use of the Training Room to any organization based on the priorities of GSAHEC, and to amend this document as needed.

2. Availability of Training Room:
 - a. The Training Room will be provided on a first come, first serve basis.
 - b. Reservations should be made with at least 30 days notice if possible.
 - c. All reservations should be made with GSAHEC's Administrative Support Specialist or designee. GSAHEC will require the organization to complete and return the **Training Room Agreement**.
 - d. In order to provide flexibility for our organization, our general policy is to take reservations for the Training Room for up to three months in advance. No long-term (month to month) agreements for the use of the Training Room will be made without the expressed permission of the CEO.
 - e. The total capacity of the Training Room is 44 participants; however, seating capacity is 30 participants.
 - f. At the current time, the Training Room is only available for use Monday-Friday, 8am-5pm.

3. Costs:
 - a. The current rate for qualifying nonprofit organizations/community based programs is \$50 for 4 hours or less and \$100 for more than 4 hours. Proof of tax exempt status will be requested with Training Room Agreement.

- b. One half of the rental fee is due 10 days in advance of the use of the Training Room. Payment of 100% of the cost is due the day of the event. **If a tentative booking is agreed to, it must be confirmed within two weeks or the tentative date will be cancelled.**
- c. If GSAHEC's equipment will be used (LCD projector, Laptop, TV, DVD Player), a \$40 rental fee will be charged for 1/2 day, and \$80 fee for a full day. If equipment is damaged, additional fees could apply.
- d. Other needed items are the responsibility of the organization.
- e. Any repair or cleaning needed as a result of the meeting/event will be the responsibility of the organization.

4. Specific Guidelines for use:

- a. No alcoholic beverages may be served in the facility.
- b. Smoking is not allowed in or near GSAHEC's office. There are designated smoking areas in the courtyard.
- c. The Training Room cannot be altered in any manner. This includes any permanent tape, nails or tacks on the walls or ceilings. Decorations can only be added with the permission of GSAHEC staff.
- d. Deliveries for events must be made only on the day of the event unless arranged otherwise. Organization representatives are held responsible for any vendors they employ and must be present when vendors arrive.
- e. All use of GSAHEC's A/V equipment must be under the supervision of **Lucie Gurley or Beth Shirilla.**
- f. It is expected that following all events, the Training Room and furniture will be left in the same condition as it was found. An assessment of up to the entire rental charge will be made if the room and/or furniture are not left in the condition in which it was found.
- g. Open flames, smoke machines, hanging lights, glitter, and confetti are not permitted on the property.
- h. No children under 12 are allowed in the Training Room.
- i. GSAHEC leases office space, therefore only the Training Room (not courtyard) is available for events.
- j. Signage to the event is the responsibility of the organization, not GSAHEC, and must be installed and removed accordingly.

The organization/community based program understands and agrees to the policies contained in this document.

Accepted by:

Name and title of authorized representative

Date

Legal Name of Organization