

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **2024 Facility Use Agreement**

Name of Business / Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Function Start - End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time requested to access room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Segment time includes set-up, clean-up and catering deliveries.** **Chamber business hours are M-F from 8:30-5:00pm.** |
| **Rental Segment**:* *Morning: 8am-11am \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *Lunch: 11am-2pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *Afternoon: 2pm-5pm \_\_\_\_\_\_\_\_\_\_\_\_\_\_*
* *Full Day Rental: 8am-5pm \_\_\_\_\_\_\_\_\_\_*
 | Chairman Circle Member / Room Sponsor \_\_\_\_\_\_\_\_\_YesEstimated # of Attendees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Will food be catered/served? \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Yes**If known, estimated time of food arrival\_\_\_\_\_\_\_\_\_* |
| ***Member Rental Rates:******6 Person Conference rooms: $250 per segment / $500 full day******Northside Boardroom and Wellstar Community Room: $500 per segment / $1,000 full day******Non-Member rates: Additional 20% to the discounted member rate.*** ***Estimated cost: $*** |

***\*Renter is responsible for any food or beverages, including ice and tablecloths if needed. Room must be cleaned and returned to original state received. Loading Dock directions available for large items.***

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| **Wellstar Room Set-up/Seating Styles: (**[**View images Here)**](https://www.gnfcc.com/business-development/business-resources/meeting-space-rentals)\_\_\_\_\_\_Boardroom/Open Hollow (up to 40 guests) \_\_\_\_\_\_ No tables/Chairs only (up to 100 guests)\_\_\_\_\_\_Classroom (up to 80 guests) \_\_\_\_\_\_ High boy tables & linens being rented\_\_\_\_\_\_Discussion Groups/Pods \_\_\_\_\_\_ Special Request – Coordinate with Kynley |
| **Presentation Style Needs:** \_\_\_\_\_\_\_Podium \_\_\_\_\_\_\_\_# of Tall Presenter Chairs \_\_\_\_\_\_\_Microphone \_\_\_\_\_\_\_Virtual Attendance |
| **Additional Tables Needed:**\_\_\_\_\_\_\_\_\_\_Registration Tables ­­­­­­­­­­­­­ ­­\_\_\_\_\_\_\_\_\_\_Catering Tables \_\_\_\_\_\_\_\_\_\_ Service Bar Tables |

Room rental is tentative until full payment is received. I fully accept the terms of this agreement, agree to adhere to the GNFCC rental policies, and agree to be financially responsible for any damage to furnishings and/or equipment for the facility. I understand that I need to notify kcharles@gnfcc.com 48 hours prior to the event if a cancellation needs to occur. Room rental should be pre-paid and is not refundable but can be credited for future rentals if cancellation notice is received 48 hours in advance. I understand that the group named above shall be responsible for any loss of property or personal injury sustained by users of the building. The group named above also agrees to hold GNFCC harmless from all damages to the facility/meeting space and to the person and property of all users, spectators, supervisors, and custodians.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Facility Use Policies**

Meeting room rentals are available M-F between 8am and 5pm by reservation only. A Chamber team member will serve as your meeting concierge offering room set-up and AV support as well as member catering recommendations and visitor parking codes. **Executive meeting spaces (other than the Wellstar Community Room) include full use of a dedicated coffee and cold beverage bar.**

Discounted member-only rental rates can be found online at <https://www.gnfcc.com/business-development/business-resources/meeting-space-rentals>. Non-members will be charged an additional 25% premium.

We ask that catered food and beverages be purchased from GNFCC members and arrive ready to be served. An approved list of member restaurants and caterers is updated daily and available online. Renter is responsible for any food or beverages provided as well as clean up.

Materials for meetings should be copied and produced prior to arrival. Meeting concierge can produce emergency copies for $.50 cents per black and white copy.

The **Facility Use Agreement** must be signed and payment in full received prior to rental acceptance.

The Chamber prefers that reservations be made at least one month prior to the actual event. Reservations will not be accepted prior to December 1st for the coming year.

*While the use of the GNFCC office space by members is strongly supported, the Chamber does not endorse the activity, meeting, or event for which the reserving member is using the space. Member agrees not to suggest that the activity, meeting, or event is sponsored by or endorsed by GNFCC. Meetings held in these rooms are to be for business only. No children are allowed.*

*The Chamber shall be non-profit, non-sectarian and, as an organization, shall take no part in, or lend support to, the election or appointment of any candidate for public office. The Chamber shall at all times observe all local, state and federal laws that apply to non-profit organizations as defined in Section 501(c)6 of the Internal Revenue Code.*

***Please contact*** ***kcharles@gnfcc.com*** ***or call 770-993-8806 with any questions and to make reservations.***