

The Burson Center meeting facilities are for business, education or government functions ONLY. Burson Center facilities are NOT for use for private parties, religious, partisan activities, or entertainment purposes. Minimum 24-hour reservation with pre-payment is required for facility usage. Reservations will be booked on a first come, first served basis according to the date the Burson Center receives the signed policy agreement. No reservation is final until:

- The Burson Center receives a signed policy agreement.
- Fees for one-time meetings should be paid in full when the room is booked.
- Organizations that meet on a regularly scheduled basis will be invoiced annually.
- The Burson Center approves the application and a signed copy is returned to user.

Important Notice in Regards to COVID-19

As the Burson Center responds to the COVID-19 pandemic, we have been closely monitoring updates and recommendations from the Centers for Disease Control and Prevention (CDC), and the Georgia Department of Public Health (DPH). In all instances, staff and guests must make an observable effort to limit proximity to one another by practicing “social distancing.” The CDC recommends maintaining a distance of at least six feet between persons. Social distancing for room rentals may include, but is not limited to limiting/configuring seating to manage physical proximity of participants, limiting the number of individuals able to participate at a given time, splitting larger meetings into multiple smaller meetings, etc. Meeting room capacities have been adjusted per these recommendations. Meeting rooms high-touch surfaces are cleaned and disinfected prior to room rentals and limited amounts of additional disinfecting wipes and hand sanitizer will be available for use.

Rates*:	Hourly	Daily	Weekly	Monthly**	Quarterly**	Annually**
Conference Room			\$575	\$950	\$1,350	\$2,500
Board Room	\$20	\$75	\$450	\$750	\$1,000	\$1,750
Meeting Room A	\$15	\$100	\$350	\$600	\$800	\$1,400
Meeting Room B:	\$10	\$65				
Private Office:	\$10	\$65				

**Monthly, quarterly or annual sponsorships for entities who may wish to retain the facilities for unlimited/multiple events based on availability.

Facility Usage Policies (during COVID pandemic period):

1. The Burson Center holds no liability for lost, stolen or damaged property in or around premises. Users are responsible for securing equipment and for accidents/damage by users/attendees/vendors.
2. The Burson Center and Carroll Tomorrow do not necessarily agree with/support the views, instruction or message of the User renting the meeting rooms, and are not liable for the same.
3. Users and their guests are restricted to the actual meeting facility, restrooms and breakroom.
4. Users are asked to control noise/music levels due to the work environment of the incubator facility.
5. Users are responsible for set-up of tables, chairs and equipment prior to meeting. Please do not drag tables across carpet. Please note meeting space capacities during this COVID time.
6. Food and beverage service bar is permanently set up at far end of the conference room and may not be moved. Food and beverages may not be set up or distributed in any other part of the room.
7. Until further notice, food service in all meeting rooms will be limited to individually wrapped, sealed items opened only by the person consuming the food. No buffet-style or self-service snacks or meals that use common utensils or serving ware to distribute food items are allowed at this time. Any beverages served from a communal dispenser such as water, tea, coffee and soda are not allowed at this time. Individually packaged drinks will still be allowed, if they can be distributed with minimal contact to other items. Attendees are encouraged to wash their hands before consuming any food or beverages. Limited amounts of hand sanitizer will be available for use.
8. Groups using public meeting space will be asked to keep a record of all participants in order to preserve the ability for “contract tracing” in the event of any COVID-19 spread.
9. All guests and participants must wear a mask when inside any public space or common area if social distancing is not possible. This includes lobbies, all meeting rooms, restrooms, kitchen and break area.
10. Vacuum, trashcans and cleaning supplies are available in adjacent Utility Room. Users must remove ALL trash to the dumpster on back right side of building immediately following each meeting. Limited amounts of disinfecting wipes will be available for use.
11. Users must turn off all lights when meeting is over and exiting the building.
12. Users may not use the printer/copy/fax machines without staff assistance (*0.5¢ per copy*).
13. If access to the facility is required before/after regular business hours, users must schedule a time to pick up keys from the Center office between 8:30am-5:00pm Monday-Thursday & 8:30am-12:00pm Friday. Keys must be returned to the Center office within 24 hours or first business day following the event. **Lost keys - \$10 each.**
14. The Burson Center is a Smoke-Free Facility.

*Failure to comply with these policies or misuse of the property or equipment will result in loss of meeting facility access. Management reserves the right to amend these policies at their discretion. **For afterhours emergencies, call 678.988.4125 for 678.378.3210.***

Meeting Facilities Policy Agreement

Please check space needed:

Meeting Space

- 2,000 sf Conference Room
 - Auditorium seating (6 ft distance) max 55-60 people
 - Banquet seating – 20 tables / 2 per table = 40 people

****All Users/Guests of the Conference Room must enter at the marked entrance on the Left side of the building****

- Board Room 10
- 2 Meeting Rooms 3
- Office 1-2

Media/Connectivity – (Check items to be used)

- Conf. Room Projection/Sound System
- Portable LCD Projector/100" Screen
- Mtg. Rm. A Presentation System
- Portable Sound System
- 2 Flip Chart Easels/Pads/Markers
- Portable 2-sided Dry Erase Board/Markers

Free Wi-Fi available – ID: BCGuests Password: 6788902340

Date(s) Room Need(s) to be reserved:

Under Georgia law, there is no liability for an injury or death of an individual entering these premises if such injury or death results from the inherent risks of contracting COVID-19. You are acknowledging that an inherent risk of exposure to COVID-19 exists in any public place where people are present. By holding your event at the Burson Center, you and any of your guests voluntarily assume all risks related to exposure to COVID-19 and any of their affiliates, directors, officers, employees, members or volunteers liable for any illness of injury.

I have read the liability waiver and other facility usage policies and will comply with these policies,

Signed: _____

Responsible Party Name _____ Contact Number: _____

Business/Group Name _____ Contact Email: _____

If paying by check, make payable to **Carroll County Economic Development Foundation (CCEDF).**
We accept VISA or Mastercard:

Name on Credit Card _____ Address _____

Card Number _____ Exp. Date _____ CSC # (3 digits on back of card) _____

Payment Received \$ _____

Date Approved _____ BC Staff Signature: _____

Staff Use Only:

- Copy of facility agreement given to responsible party
- Event reserved and blocked off on BC calendar
- Payment has been made and verified.
- Staff has contacted responsible party the Monday prior to the event to verify information and confirm details.
- Key returned to Burson Center if applicable
- Facilities check after event for damages.