



Meeting Facilities Policy Agreement

(Effective 1-1-18)

The Burson Center meeting facilities are for business, education or government functions ONLY. Burson Center facilities are **NOT** for use for private parties, religious or partisan activities, or entertainment purposes. Minimum 24 hour reservation with pre-payment is required for facility usage.

<u>Meeting Space</u>	<u>Maximum Capacity (per CC Fire Marshall)</u>
<ul style="list-style-type: none"> • 2,000 sf Conference Room • **All Users/Guests of the Conference Room <u>must enter</u> at the marked entrance on the Left side of the building** • Board Room • 2 Meeting Rooms • Office 	180 auditorium seating/150 banquet seating Tables: 20(6') rectangular/5(8') rectangular/5(4') rectangular 24 6 1-2

Media/Connectivity – (CIRCLE items to be used)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Conf. Room Projection/Sound System • Portable LCD Projector/100" Screen • Mtg. Rm. A Presentation System | <ul style="list-style-type: none"> • Portable Sound System • 2 Flip Chart Easels/Pads/Markers • Portable 2-sided Dry Erase Board/Markers |
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Free Wi-Fi available – ID: BCGuests Password: 6788902340

<u>Rates*:</u>	<u>Hourly</u>	<u>Daily</u>	<u>Weekly</u>	<u>Monthly**</u>	<u>Quarterly**</u>	<u>Annually**</u>
Conference Room		\$125	\$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:

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.
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. Users are responsible for food and beverage catering needs. *(Center staff can provide caterer list.)*
8. Users may utilize coffee service provided and breakroom, but are responsible for all setup, preparation & cleanup. 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.
9. Users must turn off all lights when meeting is over and exiting the building.
10. Users may not use the printer/copy/fax machines without staff assistance *(0.5¢ per copy)*.
11. If access to the facility is required before/after regular business hours, users must schedule a time to pickup 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.**
12. 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. Center Director reserves the right to amend these policies at their discretion. **For afterhours emergencies, call 470-985-4755.***

I have read and will comply with these policies, signed: _____

Responsible Party Name _____ Business/Group Name _____

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 \$ _____ Center Approval _____