

## **CWL ROOM RENTAL/RESERVATION POLICY**

**Please note: Your signature on this form indicates that you received a copy of the meeting room policies and agreement, have read them and accept and agree to be bound by them.**

### **MEETING ROOM PRIORITY AND SCHEDULING**

The Center for Workplace Learning of Grayson College welcomes the public use of its meeting facilities in keeping with the College's mission to "enrich our community by providing opportunities for information and educational needs"; however, CWL (heretofore) known as the Center for Workplace Learning) and Grayson College events and classes have priority. When scheduling conflicts exist, priority will be given to CWL and/or Grayson College events. Preference, past this, will be on a first come, first served basis. Permission to use the CWL rooms can be obtained by calling the CWL main office, 903-463-8765.

### **MEETING ROOM POLICIES AND REGULATIONS**

1. Rental of the CWL meeting room(s) will be on a first come, first served basis. CWL/Grayson College meetings take priority.
2. Meetings may not be scheduled more than six (6) months in advance.
3. The CWL meeting rooms may be scheduled for business related and educational purposes.
4. All individuals and/or businesses must complete a Room Rental Agreement Form at the time the room is reserved.
5. If your room request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation will be considered definite until full payment has been made and the paperwork completed.
6. The meeting rooms are set up with tables and chairs. A map is attached with room capacity and equipment provided. Any equipment that is brought in by the renter is expected to be removed and the room is to be returned to its normal condition.
7. Renters are responsible for any damage to the facilities and/or contents and fixtures. Any damage must be reported to the CWL office staff immediately. Room renters will be expected to cover the cost of necessary repairs and replacement cost of any damage to the facility itself and/or the contents of such.
8. The room(s) are to be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles.
9. Rent may opt to bring their own beverages and snacks. If the renter would like additional food and beverages to be catered they may use an outside caterer or Great Western, which is the company that handles the campus cafeteria.
10. Smoking is not permitted in the building, and only in designated spots on the campus.
11. Additional charges may apply to after business hours meetings. Campus police open the building and room(s) and assure that the lights are turned off and the building is secure after class/meeting. Meetings may only extend to 9:00 p.m.

12. It is understood that neither Grayson College nor the CWL is in no way responsible for personal injuries, property damages, or other liabilities that may be incurred during use of the building. The renter agrees to release indemnity and hold the CWL and Grayson College harmless of any damages.
13. Do not use items such as bricks, trash cans, or the like to prop open outside doors.
14. CWL requests that renters designate one person to handle communications and transactions with them. That designated person should be one who will be on-site throughout the rental period.
15. Any special room set up or additional furniture must be specified to the CWL office at least three days prior to the date of the meeting.

Catering:       yes       no

**Great Western has first right of refusal for catering. Please contact the number below.  
903-463-8632**

**CHARGES BASED ON IDENTITY OF RENTER**

**Category 1: Charged for Custodial and Other Support Services Only**

- Public school districts within our district
- Local governments, political sub-division and other organizations that are directly supported by taxation within our district(city government, county government, local economic development corporations, for example)
- Charity and fund-raising organizations (United Way and its member agencies, for example) must provide a copy of the organizations 501(c) (3).
- Civic and service groups (Kiwanis, Rotary, League of Women Voters, for example)

**Category 2: Charged Rent and for Custodial and Other Support Services**

- Political parties
- Churches
- Businesses
- All other organizations
- Individuals

**ROOM RENTAL DETAILS**

	<b>SEMINAR A</b>	<b>SEMINAR B</b>	<b>SEMINAR C</b>	<b>COMPUTER LAB</b>	<b>AUDITORIUM</b>
<b># OF SEATS</b>	26	20	36	20	200
<b>COST</b>	\$50/HR \$250/DAY	\$50HR \$250/DAY	\$50/HR \$250/DAY	\$75/HR \$375/DAY	\$100/HR \$500/DAY
DESKTOP PC					
INTERNET CONNECTION					
TECH SUPPORT					
WIRELESS MICROPHONE					
CD PLAYER					
VCR/DVD					
VIDEO PROJECTOR					
FLIP CHART					

Rooms are wheelchair accessible. Rooms have either a black or white board, lecture tables and a podium available.

**SUPPORT RATES:**

Type of Service	Rates	Check Box If Needed
Security	\$25.00 per hour (mandatory for groups 100 and over)	
Custodial (weekdays)	\$25.00 one-time fee	
Custodial (weekends/holidays)	\$35.00 one-time fee	
Technical	\$25.00 one-time fee	
Decoration Fee (additional décor)	\$10.00 one-time fee	
Setup Fee (extra tables and chairs)	\$50.00 one-time fee	
Equipment Fee	\$25.00 one-time fee	

**RENTER INFORMATION**

ORGANIZATION: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

TIME RANGE OF EVENT: \_\_\_\_\_

CWL STAFF SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

METHOD OF PAYMENT: Cash \_\_\_\_\_ Check \_\_\_\_\_ Credit Card \_\_\_\_\_

CALL WITH CREDIT CARD INFORMATION