

GIAC MEETING ROOM USAGE GENERAL RULES AND REGULATIONS

Rental hours are 5:30 p.m. – 8 p.m., **Monday – Friday**
Weekend rentals can be made available upon approval by GIAC Administration
301 W. Court St. * Ithaca, NY 14850
Phone 607-272-3622 / Fax 607-272-0250

ROOM RESERVATIONS

In keeping with GIAC's mission to offer a welcoming place for community interactions, GIAC's meeting rooms are available for use by community groups, non-profits or individuals for informational, educational, cultural meetings and programs or social gatherings when not needed for GIAC purposes. **Use of the GIAC meeting rooms does not imply endorsement by the GIAC staff or Board of Directors of the viewpoints presented by the renters or their guests.**

GIAC is a department of the City of Ithaca and must adhere to all city rules and regulations pertaining to the use of alcohol, tobacco, fire arms, explosives and other weapons.

Groups interested in using the GIAC Facility must first fill out an application. The application must be on file with the GIAC Office at least one (1) week prior to the first scheduled meeting date. ALL Applications for use of the meeting rooms shall be reviewed by the GIAC Administrative Team. Availability and reservations can be confirmed or denied within 5 business days of the request.

Groups and individuals may reserve meeting rooms up to two (2) months in advance, except for groups reserving 12 meetings in a 12-month period, or groups making a contract for meeting room space. Meeting room requests will be honored subject to room availability.

The individual who signs the application must be at least 21 years of age and be in attendance when the meeting room is in use. That individual shall be responsible for the conduct of the group, payment of bills, and for protection of GIAC property in connection with the meeting.

GIAC shall promptly be reimbursed by the signing party for any damage resulting from the use of the facility.

Forty-eight (48) hour advanced notification is required for any cancellation in order to avoid the usage fee.

GIAC reserves the right to cancel any reservation (with notice) if a GIAC event / program needs the room. GIAC reserves the right to cancel a prior meeting room reservation without notice in the event of emergency, such as snow closing or unsafe building conditions. In the case of an unscheduled GIAC closing, a group may reschedule another meeting time or obtain a full refund of any fees paid in conjunction with the reservation.

USE

- No groups may charge or solicit an admission-type fee for any event or program held in the meeting rooms, unless permission is granted for such by GIAC Administration.
- Sale or marketing of goods or services by individuals or groups is prohibited unless prior approval was obtained from GIAC Administration.
- The number of attendees shall be limited to the posted maximum occupancy of the specific space.
- Activities for minors, age 16 and under, must be supervised by responsible adults.

PROHIBITIONS

- GIAC does not/will not rent the facility for adult or teen parties and/or concerts.

- GIAC does not/will not rent the facility to any known, established hate group or member of a known hate group.
- Alcohol and illicit drugs are strictly prohibited in the GIAC facility and grounds.
- GIAC is a tobacco-free zone.
- Firearms, explosives and other dangerous weapons are strictly prohibited on/in any GIAC facility and grounds.

GUIDELINES

All programs must be vacated by reservation end time. Please schedule time for clean-up.

No custodial services are provided in connection with the use of the rooms. It should not be expected that the GIAC staff will provide furniture moving or hospitality services. The group/individual making the application shall be responsible for topical cleaning of the room immediately after use and for the disposal and removal of all trash. All furniture is expected to be returned to its original configuration at the end of the function.

No food or beverages shall be allowed in the meeting rooms unless prior permission is granted by GIAC

Alcoholic beverages are NOT permitted in the GIAC facility. State and local laws prohibit smoking in the GIAC facility and in those areas adjacent to GIAC where tobacco smoke may accumulate or drift back into the building. All members of the group are expected to abide by the GIAC guidelines.

Firearms, explosives or other weapons are NOT permitted in/on any GIAC facility, except by law enforcement.

Renters and guests must vacate these rooms in the event of a fire alarm or other emergency.

EQUIPMENT

GIAC is equipped with wireless Internet access. GIAC is not responsible for providing any special equipment for a group’s use. Groups are welcome to bring their own audio-visual equipment. GIAC has a limited amount of chairs and tables (10 tables/50 chairs) available for use. If additional tables and/or chairs are required, it is the responsibility of the renter to arrange for their rental, payment and delivery/pick-up.

FEES - Fees for room use during hours of GIAC operation are as follows:

AVAILABLE ROOMS, CAPACITY AND RENTAL PRICES

Room	Seating Capacity	Private Hourly rate	Not-for-Profit Hourly Rate
Library	10-12	\$20.00	\$15.00
Room 211	10-12	\$20.00	\$15.00
Large Conference Room	20-40	\$30.00	\$20.00
Art Room	40-60	\$40.00	\$30.00
DaFort	60-80	\$40.00	\$30.00
Teen Lounge	40-60	\$40.00	\$30.00
GYM	140	\$45.00	\$35.00

NOTE: Please note that there is an additional fee of \$15/hour charged for staff time for weekend rentals and a \$50 deposit. The deposit is returned upon satisfactory clean-up of the rented space. Charges for other rooms (such as childcare room) are set by Administration if a request is made.

PAYMENT

- Renters are expected to pay for the rental at the time the rental form is completed.
- Cash or check made payable to: **GIAC** – returned checks will be charged \$25 inconvenience fee by GIAC.
- Renters will be charged for overtime at the rate of \$15 per ½ hour (30 mins).

CLEAN-UP FEE

- Prior to building use on day of reservation, a pre-reservation walk-thru with a designated GIAC staff member will occur with GIAC and renter agreeing on the condition of the room.
- Post event, a walk-thru with a designated GIAC staff member to check that the rented space was left in the condition it was in the pre-rental walk-thru.
- There will be a **\$50** minimum charge imposed if the room(s) are not left in the same condition in which it was rented when the event began. (Bathrooms excluded but bathrooms must not be left in an overly filthy condition).

Revised 12/12/2016