

Marie Barber Community Room

Guidelines, Terms and Conditions

1. All reservations are considered on a first-come, first serve basis, contingent upon Clayton County Water Authority (CCWA) approval. Guests may have up to three non-consecutive reservations at a time. Reservations may not be made for consecutive weekends. Reservations will not be accepted more than 90 days in advance.
2. Reservation requests may be made by completing a Facility Use Application in person or via CCWA website (ccwa.us). Groups or individuals who wish to reserve the Community Room must submit a properly completed and signed Community Room Facility Use Application with photo ID of the responsible party before a reservation can be considered. Reservation requests cannot be made over the telephone. A reservation will not be confirmed until the application has been approved and the compliance deposit and rental fee has been paid.
3. The room may be used between 8:00 a.m. – 9:00 p.m., Saturday or Sunday for social or business events.
4. Written notice of cancellation must be given at least two weeks prior to the scheduled event by the person reserving the room.
5. A key-fob to the Community Room will be available from CCWA staff no more than 24 hours prior to the use of the facility, or in the event of Sunday, the last working day prior to the event between the hours of 8:30 a.m. and 4:00 p.m. *It is the responsibility of the applicant to ensure key-fob pick-up within the designated hours of 8:30 a.m. to 4:00 p.m. prior to the reservation date.* Occupancy of the facility is only authorized on the scheduled date of use.
6. If the key-fob is misplaced or locked in the building during the rental period, please call 770.940.2248.
7. The key-fob must be returned to the CCWA receptionist within five (5) working days after the reservation date. If the key-fob is not returned, \$15.00 will be retained from the compliance deposit to cover the cost of the key. If the key-fob is lost or misplaced, please call 770.960.3610 immediately. The applicant will be responsible for the \$15.00 cost of replacing the key-fob.
8. After use, the Community Room must be left in a clean and orderly condition. Organizations or individuals renting the facility assume all responsibility for damage to CCWA equipment and facilities. By signing the Facility Use Application, the applicant/organization accepts personal responsibility and payment for damages. CCWA will not be responsible for any items including but not limited to food, supplies, materials, equipment or other personal belongings. Misplaced items will be discarded and CCWA will not be responsible for such items.
9. No smoking is allowed in the building. Persons who wish to smoke must exit the building to do so.
10. No alcohol is allowed in the building or on the property.
11. No cooking is allowed in the facility or on the property. This includes but is not limited to the use of grills, smokers, electric skillets and fryers. Prepared food may be brought in for an event. Renters are welcome to use their own caterer or bring in their own food. The facility does not have linens or cookware. Renters should bring their own linens and other decorations needed for their event.
12. No animals or pets are allowed in the building.
13. Usage of the facility is strictly limited to amenities inside of the Community Room. The public parking outside of the Community Room is restricted for parking only and should not be used for any other functions; this includes but is not limited to inflatables, bikes, go-carts, scooters and mobile gaming units, or any similar items. Access to attempted access to other parts of the building is strictly prohibited. Security violations of attempted access to secured parts of the building will result in permanent loss of privileges to utilize the facility.
14. Be sure to gather all personal belongings and turn off all lights before exiting the building.
15. All garbage must be left in the kitchenette trash cans in tied bags.
16. It is the responsibility of the party utilizing the Community Room to ensure that all external doors are secure upon exiting the building. Be sure to gather all personal belongs/items and turn off all lights before exiting the building. Failure to secure building upon exiting will result in permanent loss of privilege to utilize the Community Room.
17. Unauthorized access before 8:00 a.m., or failure to exit by the policy exit time, will result in the loss of some or all of the renter's compliance deposit.
18. **Failure by the renter to comply with the Guidelines, Terms and Conditions will result in the loss of the compliance deposit.**
19. CCWA Management is authorized to deny further use of the CCWA Community Room to any individuals or groups who violate CCWA Guidelines, Terms and Conditions. Individuals or groups whose activities would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or that are purely commercial in nature, will not be allowed to use the Community Room.

Amenities

The 1,321 square foot room features: eleven (9) five-foot-long (5') rectangular tables, eight (8) half round tables (or four (4) round), 86 stackable chairs (29 armed chairs, 57 armless chairs), mobile whiteboard, wireless capability, and sound system. Adjoining the room is a kitchenette with a sink, microwave, refrigerator, and limited counter space. Private restrooms are adjacent to the room.

Set-up and Clean-up

Set-up and clean-up must be completed between the hours of 8:00 a.m. – 9:00 p.m. only on the date of use. Renters may not have food or decorative items dropped off or delivered to CCWA prior to the beginning of their rental period. All tables and chairs must be properly cleaned and left as they were at the time of use. Carpeted area must be vacuumed and kitchenette area floor swept. The counters and table in the kitchenette must be cleaned, and the refrigerator and freezer are to be emptied of all items. All personal and rental equipment must be removed by 9:00 pm, no exceptions. All items left will be discarded and CCWA will not be held responsible for such items.

Release, Indemnify, and Hold Harmless Agreement

The representative who signed the Facility Use Application, individually and severally, do hereby indemnify and hold the Clayton County Water Authority, its officers, managers, directors, board members, employees, agents and representatives harmless of any and all claims, demands, judgments, actions, costs, attorney fees and litigation expenses arising out of or in any way related to the representative's use of the Clayton County Water Authority Marie Barber Community Room.

Rental Rates and Deposit Information

The compliance deposit and rental fee are required in order to reserve a date for use of the facility. In the event of a cancellation, this will be refunded to you provided a written notice of cancellation is received a minimum of two (2) weeks prior to your scheduled date of use. If less than two (2) weeks, only the compliance deposit will be refundable. If you need to reschedule there will be a \$50.00 charge if it is less than two (2) weeks and \$25.00 charge if it is more than two (2) weeks.

Room Rental Rates **Note: Rates are subject to change*

Below is a breakdown of costs for bookings effective December 1, 2015. Non Clayton County residents add \$100 to all rental rate categories. Room use during normal business hours may be limited by other CCWA business needs.

Rental Type	Facility Use Charge*	Compliance Deposit	Days	Times
Regular	\$300 per day	\$100 per event	Saturday – Sunday	8 a.m. – 9 p.m.
Holiday Rentals ²	\$400 per day	\$100 per event	Monday - Sunday	8 a.m. – 9 p.m.

²Holiday rentals are determined when CCWA is closed for a holiday or when a major holiday falls on a weekend, including: New Year's Day, Martin Luther King Jr. Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving holiday weekend (Thursday – Sunday) and Christmas holidays.

*Non Clayton County residents add \$100 to all facility use charges.

Compliance Deposit Refunds

The compliance deposit will be refunded to you in approximately 10 working days or more after the key-fob has been returned, provided the facility is left clean and undamaged. A Post Facility Use Inspection will be performed by CCWA staff. If any of the items listed are not as directed, the compliance deposit will not be refunded: Floors vacuumed/swept, Tabletops/chairs clean, Trash in kitchen garbage can, Kitchen counters clean, Refrigerator empty, Personal belongings removed, Lights off, Exit doors closed; and the CCWA provided equipment clean and in working condition.



FACILITY USE APPLICATION

Name of Applicant: _____

Mailing Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Type of Organization: Government Agency Non-Profit For Profit Organization Educational Agency
 Individual Civic Group Other: _____

Name of Organization: _____ **Phone Number:** _____

Purpose of the event: _____ Estimated Attendance: _____

Date(s) of Facility Use _____

Time(s) of Facility Use _____

Make sure you include enough time for setup and breakdown of your room.

Facility Use Charge: _____ **Compliance Deposit:** _____
(Based on the chart below) (Based on the chart below)

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*Non Clayton County residents add \$100 to all facility use charges.

The compliance deposit will be refunded approximately 10 working days or more after the key FOB has been returned, provided the facility is left clean and undamaged. If the key FOB is lost or not returned within 5 business days, there will be a \$15.00 charge withheld from the deposit.

- The Compliance Deposit and Rental Fee are required to reserve a date for use of the facility.
- All payments must be made by money order or certified funds made payable to Clayton County Water Authority.
- If there is a cancellation less than two (2) weeks before the event, only the Compliance Deposit will be refunded.
- If you need to reschedule your event, there will be a \$50 charge if it is less than two (2) weeks out and a \$25 charge if it is more than two (2) weeks.

I have read and agree to the CCWA’s HQ Community Use Room Guidelines, Terms, and Conditions attached to this application.

Print Authorized Representative’s Name: _____

Title of Authorized Representative: _____

Contact E-mail: _____ Date: _____

Signature of Authorized Representative: _____

Below is for CCWA Official Use Only

Application Approved: Yes No CCWA or Employee Event: Yes No After Hours: Yes No
 If NO, reason for denial: Time / Date Conflict Unsatisfactory Previous Experience
 Proposed use is incompatible with building design Other: _____

Facility Administrator Signature _____ Date _____ Designee Signature _____ Date _____

Amount Paid: _____ Receipt #: _____ Supplier #: _____ FOB # Issued: _____