



# EVENT ROOM RENTAL INFORMATION

ARE YOU A NON-PROFIT OR SMALL BUSINESS OWNER, CORPORATE MANAGER, GROUP LEADER, OR JUST A PERSON LOOKING FOR A GREAT LOCATION TO HOST A MEETING, TRAINING SESSION, RECEPTION, EVENT, ETC.?

**ESR IS THE PERFECT LOCATION FOR YOUR OCCASION!**

## **FEE SCHEDULE\*:**

	<b><u>Non-Profit Rate</u></b>	<b><u>Corporate/General Rate</u></b>
Monday – Friday 8:00 AM – 6:00 PM	\$25/hour	\$50/hour
Monday – Friday Before 8:00 AM/After 6:00 PM	\$40/hour	\$60/hour
Saturday or Sunday 11:00 AM – 6:00 PM	\$60/hour	\$70/hour

\*For any event scheduled outside of normal business hours (Mon-Fri 8:00 AM – 6:00 PM), there is an additional cost of \$20/hour to have staff on site during your event.

\* A deposit of \$25.00 is required to hold the requested date. This deposit is NON-REFUNDABLE and NON-TRANSFERABLE!

**ROOM SIZE:** 1,302 SQ/FT

**MAXIMUM TOTAL OCCUPANCY:** 80 people

## **SEATING CAPACITY FOR ROOM STYLES:**

**Board Room:** up to 50 people

**Classroom/Training:** up to 40 people

**Theater/Lecture:** up to 80 people

**U-Shape Meeting:** up to 40 people

**Exhibit Style:** 16-20 Tables

\*Tables and chairs can be arranged to fit style and expected number of guests as noted on the accompanying Reservation Request Form.



## **IMPORTANT RESERVATION INFORMATION**

- All renters are responsible for set up and clean up duties after your event.
- Building can be accessed one (1) hour prior to event start time for set up.
- There is a podium available for use.
- Room is equipped with sufficient interior lighting, as well as natural lighting.
- Easy parking and access to the building.
- Kitchen is available for use with rental fee. Please clean up behind your event.
- Renters must supply your own food and beverages. There is an ice machine available for use.
- Reservations are booked on a First Come – First Served basis.
- Payments must be made at least 24 hours prior to the start of the event. Non-payment of reservation fee will be grounds to cancel reservation request.

## **CONFERENCE/EVENT ROOMS POLICY & REGULATIONS**

ESR'S Conference and/or Event Rooms are rented out at the discretion and final approval of the Executive Director and Director of Operations, or their designee. ESR reserves the right to review and make changes to this policy at any time without notification. Applications must be submitted a minimum of 14 days (2-weeks) prior to the requested reservation date. Cancellations must be made at last one (1) week in advance of event date to receive a full refund.

### **ESR Refund Schedule:**

<b>Cancellation Time Frame</b>	<b>Refund Percentage</b>
More than one (1) week prior to event	100%
4-6 days prior to event	50%
1-3 days prior to event	25%
Day of Event	No refund

Failure to notify ESR of a cancellation within 24 hours of the event date will result in the loss of 50% of the payment submitted for use of the room (Example: If total payment for use of a room is \$50.00, the event is cancelled and ESR is not notified of the cancellation within 24 hours of the event date, ESR will only refund \$25.00 to the person/organization).

Conference rooms are available to small groups or individuals (10 people or less) to conduct organizational meetings, seminars, study groups, planning sessions, and/or training programs.

## **RULES FOR FACILITY USAGE**

- 1 ESR facilities may be used only during ESR's normal business hours, unless otherwise discussed and approved.
- 2 Reservations can be made 60 days prior to the event date but no later than 7 days prior.
- 3 Cancellation of reservation must be given 24 hours prior to the event date.
- 4 Reservations are made on a first-come, first-served basis and should be made via Email or In-person (not by phone). The Reservation Request Form must be completed, signed and submitted to ESR personnel to confirm a date and time.
- 5 No admission fees may be charged or solicited for programs and activities held at ESR. Non-Profit entities may collect membership dues and donations.
- 6 Use of facilities may not disrupt normal business operations of ESR. All persons attending events are subject to ESR rules and regulations.
- 7 Facilities must be cleaned and in an orderly condition before departure. Organizations or persons in charge of the reservation will be held responsible for any damages of property. Signature of the Reservation Request Form implies acceptance of responsibility for use of the facility. ESR is not responsible for items left behind.
- 8 ESR is a Smoke Free Campus.
- 9 No alcoholic beverages are allowed on the premises.
- 10 Permission to use the facility is not an endorsement by ESR Staff or Board of Directors to the user's beliefs.
- 11 No group, affiliation, or individual may affix or attach signs, banners or flyers to any of ESR's walls, ceilings, windows or any other part of the property.
- 12 ESR's Executive Director is authorized to deny further use of facilities to groups or individuals that violate these policies, procedures and regulations. Groups or individuals whose activities would tend to incite or produce imminent lawless action, are obscene, are obviously promoting false and misleading information, are defamatory, or that are purely commercial in nature will not be allowed to use the facilities.

**If you have any questions prior to completing the Request Form, please call our main office at (336) 722-9400.**

## ESR RESERVATION REQUEST FORM

Please be sure to read entire packet before completing this form.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Non-Profit (Circle one):    Yes    No

Address (Street, City, State, Zip): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Expected Number of Attendees: \_\_\_\_\_

Purpose for Booking: Board Meeting \_\_\_\_ Training \_\_\_\_ Seminar \_\_\_\_ Project \_\_\_\_  
Planning Session \_\_\_\_ Study Group \_\_\_\_ Reception \_\_\_\_  
Other (Please specify) \_\_\_\_\_

Room Set-Up Style: Board Room \_\_\_\_ Classroom/Training \_\_\_\_ Theater/Lecture \_\_\_\_  
U-Shape Meeting \_\_\_\_ Exhibit \_\_\_\_

Will food be served (Circle one):    Yes    No

Agreed Rental Amount: \_\_\_\_\_ HRS x RM RATE: \_\_\_\_\_ /hr = TOTAL \$ \_\_\_\_\_

Please return this form to the Receptionist or email to [saundra.adams@eistr.org](mailto:saundra.adams@eistr.org). If the Reservation Form is submitted in person, you will receive a phone call to confirm receipt. If the Reservation Form is submitted by email, you will receive a reply email to confirm receipt.

I certify that I have read the Policy and Regulations, as well as the Rules for Facility Usage and agree to use the facility in accordance with them. I agree to the terms and rate for usage. I further agree to accept personal responsibility for any damage to the facilities, property or equipment rented during my or my group's occupancy.

Authorized Booking Representative (Please print): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Internal Use Only

Reservation Approved: Yes \_\_\_\_ No \_\_\_\_ Reason: \_\_\_\_\_

Executive Director, or their Designee, Signature: \_\_\_\_\_