



Name of Organization: \_\_\_\_\_

Seminar Name / Purpose: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Room Rental Date: \_\_\_\_\_ Hours: \_\_\_\_\_ (Include set-up and clean-up time)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Attendance: Maximum capacity is 80. 2 days prior to event notify GAHS as to number expected.

Room Rental: \$\_\_\_\_\_ (\$50.00 per hour.) Payment is due minimum one week prior to the event.

ADDITIONAL: (circle one)

Food    Coffee    Internet    Podium    Digital Projector    Slide Projector    Screen

Seating: \_\_\_\_\_ Tables \_\_\_\_\_ Tripods \_\_\_\_\_

TRASH: All trash (papers, food, etc.) must be put in the trash cans. Trash bags are to be removed and put in the outside dumpster. No food or material to be left without prior authorization. Additional cleaning charges assessed for violating this policy.

LIABILITY: The organization renting the room assumes all liability for equipment borrowed as well as tables, chairs, etc. and should these items be damaged, they will be billed for repair or replacement costs as needed.

PARKING: Renter's responsibility.

FLYERS/ADVERTISING: Flyers for promotion the event must be cleared through GAHS prior printing or distribution.

DISCLAIMER: It is the policy of GAHS that our meeting room facilities are to be made for available to the public within the guidelines laid down by the New York State Board of Regents, our chartering authority. Such rental is not, and shall not be interpreted to be an indication that GAHS sponsors, endorses or supports the persons or entity renting the meeting room facilities, the activities conducted, the information disseminated at any meeting or seminar, the products or services sold, or other events held in the rented facilities.