



CONFERENCE ROOM GUIDELINES

This is a SHARED facility, and each person must assist in keeping the facility in excellent condition. The cost of renting is for operation fees only and those using for free should be more than willing to do their part to keep the facility in excellent condition for our county.

Grayson County GATE Center

Check List for the users of the Conference Room

Please make a check beside each category and drop the signed completed list in the folder provided on the wall outside the conference hall marked, “Drop here Check List.”

1. ___ Empty all trash cans, take trash to the dumpster, and replace the trash cans with new bags
2. ___ Wipe all tables off that have been used with the proper Sanitation cleaner and use paper towels.
(Provided in the supply closet labeled on the door in conference room)
3. ___ Place the tables and chairs **back into the positions** they were presently in when you entered the facility.
4. ___ If the bathrooms have been soiled with mud, feces, etc. they need to be cleaned.
5. ___ **Sweep and mop.** Even if you don't think it needs this! This is for sanitation reasons due to Covid.
6. ___ Replace the mop, brooms, mop bucket back into the proper area. (Supply closets)
7. ___ Bring in the board(s) outside that announced your engagement and place in the conference hallway.
8. ___ If you changed the temperature on the heating/cooling units turn back to 70 degrees and make sure all hand units are in place on the right of each unit.
9. ___ Make sure the **doors you opened are locked** and the key is in the lock box outside the conference door or the kitchen door (which ever one you opened at the time).
10. ___ Make sure all **lights have been turned off.** The blue tape over the light switch is not to be removed or tampered with in any way.
11. ___ If any outside debris is outside on the deck or on the patio this needs to be removed and placed in a trash receptacle.
12. ___ Make sure all your **items are removed** from the refrigerator and if the refrigerator inside is soiled that you have cleaned prior to leaving the facility.

Any questions text or call: 276-768-8162

Recipient signature: _____

Date signed: _____

Time signed: _____

GATE Center Facility Policy Guide

The GATE Center exists to support Grayson County residents grow through lifelong learning, food business establishment and support, and agricultural/forestry economic development.

This document provides guidance to the Facility Manager in prioritizing facility use requests. Preferential treatment will be granted to Tier 1 entities. Within each Tier, access will be on a first-come-first-serve basis. Each successive tier will be ranked in descending level of priority. For example, Tier 1 > Tier 2 > Tier 3 users.

NO APPROVED USER respective of tier, will be asked to forfeit an established agreement/event in favor of another higher tier except in extenuating circumstances as determined by Grayson County Administration. Every effort will be made in such circumstances to give as much notice as possible to the APPROVED USER.

The table below defines who is included in each Tier, and their fee structure. **Applications must be approved, and fees paid prior to facility use.**

Tier 1	Entity	Conference Room Fees
	Grayson County commercial food, agriculture, and forestry businesses	Free *
	Local, state, and federal government, and their subsidiaries	Free *
Tier 2		
	Non-profit organizations	Free *
	Grayson County resident Youth or adult education	Free
Tier 3		
	Individual or private use Non-Grayson Resident	\$50/event

* Conference room MUST be scheduled in advance of its use

ALL USERS MUST SUBMIT a completed Facility Use Request Form. The Facility Manager will time and date stamp all completed Facility Use Request Forms for tracking and organizational purposes.

Reservations

1. Event bookings are considered TENTATIVE until we receive the signed *Facility Use Request Form*, and all fees are paid and approved.
2. Facilities are available by appointment only.

Publicity

3. Please use the correct name and location of the facility (as applicable) in advertising, press releases, or notices:
GATE Center - 122 Davis St., Independence, VA 24348

Liability

4. Damages to the facility **will be the responsibility** of the individual/organization hosting the event to the extent caused by the acts or omissions of the requesting individual or requesting organization's agents or employees.

Restrictions

5. Exit doors must not be blocked.
6. No materials of any kind should be affixed to the walls
7. No tobacco products, alcohol, marijuana, illegal substances, or weapons are allowed in or around the GATE Center parameters/buildings.
8. No animals are allowed in the building or on the deck near the doors.
9. Only power strips with surge protection are to be used in the facility.

Departure

10. **Rooms should be left clean and orderly.** Extra plastic bags are available by request for use in disposing of excessive trash. The person renting the facility is responsible for cleaning the areas they have rented.
11. Furnishings, such as tables and chairs, **must be returned to their original configuration.**

Cancellations

12. If cancellation is necessary, please notify us as soon as possible.
13. **Failure to return the signed *Facility Use Request Form* does not automatically cancel a tentatively scheduled event.** The need to cancel should be communicated directly with the facility.

Conference Room Use Agreement

Audio/Visual

1. Technical assistance is not immediately available on-site. Facility users should arrange a brief orientation to the conference room equipment prior to hosting an event where audio/visual technology will be required.
2. If audio/visual technical assistance on site is required, those arrangements must be reserved in advance.
3. Wireless internet capability is accessible in most indoor and outdoor areas via the Grayson County guest wireless network (GC-WIFI-GUEST). Users are encouraged to determine wireless connectivity needs in advance of a scheduled event where wireless access is required.
4. Materials of any kind should **not** be attached to the walls. The facility has an electronic white board that is available for use. If the requestor prefers flip charts, flip chart stands, and paper must be provided by the user.

Food and Beverages

5. Food and beverages are permitted in the conference room; however, requestors must specify that need in the Facility Use Request Form. Waste receptacles are provided. Users must place trash in dumpster following use.
6. Catering services are NOT provided on site. A coffee cart is available for an additional fee.
7. **Third-party caterers secured by the requestor, who wishes to use the commercial kitchen, MUST COMPLETE A SEPARATE FACILITY USE REQUEST FORM and must provide a copy of SerSafe certificate and chef licensure.**
8. User must provide table coverings if meals will be served in the conference room. Snacks are allowed without table coverings.
9. User shall ensure the conference room is clean following use, including free of spills, trash, and debris.
10. The user must remember this is a “shared” facility that requires complete cleanup and setup and the check list completed, checked off, signed with date/time and placed in the box provided in the hallway.