

Classroom/Conference Room Policy

Policy and Procedures for the use of Classroom or Conference Rooms have been developed in accordance with the G2G Family Shooting & Archery mission statement and are hereby established. Responsibility for implementing the policy rest with the management and owners of G2G. The owners retain authority for enforcing this policy.

1. General Rules

- Rooms are available for rent. The hourly rate is \$30 with a two hour minimum. Partial hour policy once two hour minimum is reached is as follows: For less than 30 minutes the additional cost is \$20. Anything over 30 minutes will be charged at the full rate of \$30.
- Each room is equipped with a dri-erase board and an LCD projector at no additional charge.
- Groups will pay 50% of the projected cost of the event as a non-refundable deposit. Balances are paid on the day of service.
- Rooms are available to public and private, and profit and non-profit.
- The use of all types of tobacco is prohibited inside the G2G facility.
- No lighted candles or open flames may be used.
- No items may be affixed to the walls (e.g. banners, posters, decorations) without the explicit consent of the owners of G2G.
- No animals will be allowed in the meeting rooms unless they are an integral part of a scheduled program or are in the services of a disabled person. Such animals must be leashed at all times.
- The length of time that a meeting room is reserved must include time for setting up and for returning the room to good order. Dri-erase boards must be wiped down and all trash deposited into a trash receptacle.
- Groups of high school age or younger must be sponsored by and their meetings attended by an adult.
- Each group will divulge the exact nature of their meeting. Groups that are deemed to be contrary to the norms of decency will not be allowed to meet at G2G.
- The Group must not give out the G2G phone number as an information contact.
- G2G reserves the right to accept or reject any rentor's request to rent space at G2G.

2. Publicity must neither state nor imply that G2G is either sponsoring or endorsing a program or meeting unless such is the case.

3. Scheduling an Event can be done by going to the website and clicking on "Book an Event" and then completing the event information form and clicking on "submit". A representative from G2G will call within 48 hours to discuss your event with you.

4. **Hours of Use:** meeting rooms may be used, as available, during regular G2G hours. If prior permission is requested, arrangements can be made for room use outside of normal hours of operation.
5. **Room Set-up:**
 - The number in attendance at a meeting must not exceed the seating capacity of the meeting room.
 - Open aisles must be maintained within the seating arrangements to provide clear access to exits.
 - Tables and Chairs will be provided by G2G but if the group desires a particular configuration they will be responsible for that implementation.
6. **Group Owned Equipment:**
 - Groups providing their own equipment or display materials are responsible for transportation to and from the meeting rooms.
 - G2G is not responsible for equipment, supplies, or other materials owned by the guest group and used at G2G. G2G cannot supply storage for equipment and/or materials and supplies belonging to guest groups.
7. **The Person Reserving a Room Will be Responsible for Maintenance of order. This person must:**
 - Be responsible for the group's compliance with G2G rules and protection of G2G property.
 - Notify the G2G manager when the meeting room has been cleared.
 - Assure that the room is left in good order.
8. **If refreshments are served...**
 - Catering can be arranged through G2G
 - Alcoholic Beverages may **not** be served.
 - Food is to be served only in the scheduled room, and group members must not carry food or drink throughout the rest of the facility.