

Bradbury-Sullivan LGBT Community Center

Facilities Rental Policies and Procedures

Bradbury-Sullivan LGBT Community Center's regular business hours are as follows: Monday to Friday, 10:00am to 6:00pm. Our Center is available for rental outside regular business hours with pre-arrangement. All users after regular business hours make arrangements with the Administrative Manager for access to the building.

Please remember that room set-up, take down, and clean up must be completed during the contracted rental time. For example, a one-hour meeting might require 5-minutes to set up and 10-minutes for cleanup, i.e., this means that either the meeting itself be 45 minutes long or that you reserve one and a quarter hours. Please take this into consideration when making your room reservations.

Room Rental Procedures

- 1) Verify the date and room availability by phone, email, or in person by contacting the Administrative Manager.
- 2) Complete a Meeting Space Rental Agreement and return to the Administrative Manager along with rental rate deposit due.
- 3) A deposit in the amount of 50% of the Rental Rate is due to reserve the meeting space.
- 4) Final Rental Fees are due 5 business days prior to the event.
- 5) Deposits and Rental Rate fees can be paid by check.

Cancellation Policy

For Rooms, deposits are refunded as follows:

90% refund if we are notified *more* than **30 days** prior to event date.

75% refund if we are notified **21 to 30 days** prior to event date.

50% refund if we are notified **7 to 13 days** prior to event date.

No refund if we are notified *less* than **7 days** prior to event date.

NOTE: This schedule also applies to reservations made less than 30 days prior to event date.

Cancellations due to inclement weather will be handled as follows. We will make every effort to accommodate your function for another date and time, however if a new date cannot be agreed upon, no refund will be issued.

Rental Rates

If you are unsure which space you would like to rent, contact us for a tour of our facilities so we can better assess and accommodate your needs.

Upper Gallery:

Up to 3 hours: \$100; \$75 for nonprofits

More than 3 hours: \$100 + \$50/hr; \$75 + \$25/hr for nonprofits

Lower Gallery

Up to 3 hours: \$200; \$100 for nonprofits

More than 3 hours: \$200 + \$50/hr; \$150 + \$25/hr for nonprofits

Community Room

Up to 3 hours: \$300; \$225 for nonprofits

More than 3 hours: \$300 + \$50/hr; \$225 + \$25/hr for nonprofits

Community Room and both galleries

Up to 3 hours: \$600; \$500 for nonprofits

More than 3 hours: \$600 + \$75/hr; \$500 + \$50/hr for nonprofits

Small Conference Room

Up to 3 hours: \$100; \$75 for nonprofits

More than 3 hours: \$100 + \$50/hr; \$75 + \$25/hr for nonprofits

Large Conference Room

Up to 3 hours: \$200; \$150 for nonprofits

More than 3 hours: \$200 + \$50/hr; \$150 + \$25/hr for nonprofits

*For photographs of rental spaces, please visit www.bradburysullivancenter.org/rentals

Additional Terms and Fees:

- Standard business hours are 10am-6pm Mondays-Fridays
- Facility rentals outside standard business hours incur an additional \$75/hour
- Facility may not be rented for retail purposes
- For meetings that include food: a \$150 clean-up fee will be added

Parking

Note that there is no reserved parking for the Center. Parking for any activity happening at Bradbury-Sullivan LGBT Community Center will be the responsibility of the visitors and in accordance with the regulations of the Allentown Parking Authority. We are located adjacent to the Community Parking Deck (13 South 6th Street) and there is on-street parking available nearby.

Special Consideration

Discounts for groups are on a case-by-case basis and only with written consent from the Executive Director. Rental income supports the exciting programs and critical services offered by the center.

General Information

Rooms must be left in the same or better clean condition as they were found. If you find that your room is not ready for use, notify the front desk immediately.

Alcohol may **not** be served or consumed in conjunction with an event without explicit written consent from the Executive Director.

Bradbury-Sullivan LGBT Community Center will be closed on the following nationally-observed holidays and rentals on holidays will incur an additional charge: Memorial Day, Independence Day, Labor Day, Thanksgiving (Thursday and Friday), Christmas Eve and Day, New Year's Eve and Day, Martin Luther King Jr. Day.

All deliveries to the Center associated with your event must be received by an event representative. The Center **cannot** be responsible for receiving deliveries. Property damage of any kind to the Center's property is the sole responsibility of the renter and the renter will be charged for repair or replacement at our actual cost plus staff time, if applicable.

If an event is to be advertised and the ad includes photos of Bradbury-Sullivan LGBT Community Center, those photos must be approved by the Executive Director before use. Bradbury-Sullivan LGBT Community Center's logo may only be used with written permission from the Executive Director.

Use of Alcohol

All use of alcohol at the Center must be approved in advance by the Executive Director of the Center. The following are the requirements for approval of alcohol use on Bradbury-Sullivan LGBT Community Center property:

- 1) No bottled alcohol may be served.
- 2) All nonprofit and for profit organizations are required to obtain an insurance certificate for their event when serving alcohol naming Bradbury-Sullivan LGBT Community Center as the loss payee.
- 3) If the event is being catered, the catering company or individual must be licensed to serve alcohol and must provide proof of licensing to The Center prior to the event. A copy of the license will be kept on file with other paperwork pertaining to said event. In addition, the caterer must provide an insurance certificate naming Bradbury-Sullivan LGBT Community Center as the additionally insured.
- 4) Bradbury-Sullivan LGBT Community Center reserves the right to deny alcohol use at any public or private event.
- 5) Under no circumstances may alcohol be served to minors.

Tobacco Free Policy

Bradbury-Sullivan LGBT Community Center is a tobacco-free space in order to reduce involuntary exposure to secondhand smoke, raise awareness about tobacco disparities in the LGBT community, and ensure that Bradbury-Sullivan LGBT Community Center is a cleaner, safer and healthier environment for employees, volunteers, and visitors. The use of all tobacco products (including, but not limited to cigarettes, e-cigarettes, hookahs, vapes and all smokeless products such as chew or dip) is prohibited on all Center-owned property.

Code of Conduct

In keeping with our mission, the following activities are not allowed on or near any Bradbury-Sullivan LGBT Community Center property or at any Bradbury-Sullivan LGBT Community Center event:

- 1) Physically or verbally threatening or harassing any person in any way, including stalking or obsessive behavior.
- 2) Using sexually explicit language, obscene gestures, or discriminatory language referring to race, sex, sexual orientation, age, gender identity or expression, mental/physical impairment, national origin, ancestry, family status, faith, or other discriminatory remarks that are likely to upset or disturb the peace of staff, clients, volunteers, or visitors are strictly prohibited.
- 3) Engaging in sexual behavior.
- 4) Defacing, damaging, or destroying any Bradbury-Sullivan LGBT Community Center property or the property of our employees, volunteers, clients, visitors, or tenants.
- 5) Possession, use, or sale of illegal substances, weapons, or contraband.
- 6) Possession or consumption of alcohol except for the designated areas inside pre-approved special events.
- 7) Soliciting for any purpose, including asking for money, contributions, or donations unless such activities have been approved by the Executive Director.
- 8) Assembling for the purpose of disturbing the public peace or committing any unlawful act.
- 9) Fighting, annoying others through noisy or boisterous activities, or in any way creating a disturbance which is destructive or dangerous to others.
- 10) Running, skating, rollerblading, skateboarding, bicycling, or otherwise obstructing or impeding the free flow of pedestrian traffic.
- 11) Failing to wear reasonably appropriate attire at the Center or for a Center event.
- 12) Bringing animals on to Bradbury-Sullivan LGBT Community Center property, with the exception of service animals.
- 13) Posting or distributing non-Center flyers or notices without prior approval from a member of the senior staff or front office manager.
- 14) Sharing of any prescribed medication to anyone.

Bradbury-Sullivan LGBT Community Center Meeting Space Rental Agreement

(Please Print)

Contact Information

Group Name	
Group Type	<input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit
Address	
City, State, Zip	
Website	
Email	
Phone	
Contact Name	
Contact Phone	
Cell Phone	

Meeting Information

Meeting Date(s):	<input type="checkbox"/> One-time <input type="checkbox"/> Recurring
Start Time: _____ AM _____ PM	End Time: _____ AM _____ PM
Set-Up Time: _____ Minutes	Breakdown Time: _____ Minutes
Number of People Attending:	

Facilities Manager Use

Rental Rate: <input type="checkbox"/> Per Hour <input type="checkbox"/> Instance <input type="checkbox"/> Week <input type="checkbox"/> Month	Food: Yes No _____ Note: A \$150 clean-up fee will be added for any event that includes food.	Deposit Due: _____ Deposit Date Received: _____
Room Request: <input type="checkbox"/> Lower Gallery <input type="checkbox"/> Upper Gallery <input type="checkbox"/> Community Space <input type="checkbox"/> Large Conference Room <input type="checkbox"/> Small Conference Room	Final Payment Due: _____ Final Payment Received: _____	Notes: _____ _____ _____

