

## ***Girl Scout Learning Center Rental Rates, Policies & Floor Plan***

(Prices are subject to change without notice)

<b>SPACE</b>	<b>½ Day (4 hours or Less)</b>	<b>Full Day (4 to 8 Hours)</b>	<b>Per Hour (Over 8 Hours)</b>	<b>Damage Deposit *(Refundable)</b>
Entire Building	\$300	\$500	\$100	\$300
Gym/Multipurpose Room	\$150	\$300	\$50	\$100
Indoor Program Rooms (A,B,C,D,E)	\$50	\$100	\$25	\$75
Outdoor Program Room (C or D must also be reserved)	\$25	\$50	\$25	\$75
Outdoor Pavilion	\$50	\$75	\$25	\$100

### **Terms**

- 50% non-refundable deposit of the total fees is due on the date the contract is signed provided the contract is signed more than 30 days in advance of the time of the event. The balance of the rental fee shall be due and payable 30 days in advance of the event. If the contract is entered into 30 days or less prior to the event, payment in full shall be made at the time of signing the contract. The Deposit will be applied to the balance of the event. Cancellations less than 30 days from the event date are not eligible for any refund.
- \*A refundable damage deposit for events held after 6 pm on Monday – Friday and anytime on Saturday – Sunday is due and payable thirty (30) days in advance of the event. In the event the facility is not left in the same or similar condition in which it was found, this deposit will be applied to any repairs needed. In the event that repair and/or excessive cleaning are needed, the Deposit will be applied to those costs, and User will be responsible for any deficiencies.
- Sales tax applicable on rented items.
- User is responsible for setting up the necessary tables and chairs. Girl Scouts Carolinas Peaks to Piedmont can provide table and chair setup if requested and paid for in advance.
- At the conclusion of the event, User is responsible for putting the room back in order, cleaning tables, wiping down counters, sweeping floors, picking up trash, and taking trash to the dumpster. Cleaning service is available if requested and paid for in advance.
- Alcohol is not allowed on the premises.
- Guests are allowed to bring their own food or hire a caterer.
- User should only use the Event Space they have reserved. Be aware there may be other events happening in other rooms and the Council Shop is open Tuesday-Saturday. The restrooms and kitchen are shared areas, please clean up after yourselves.
- Overnight programs will be charged a full day plus a half day if they plan to leave before 10:00 am. Groups staying after 10:00 am will be charged 2 full days for the spaces they are using.
- Only 6ft and 8ft tables are available.
- See contract for full terms.

## ***Space Descriptions***

### **Programs Rooms**

- A – \*Azalea Room Size: 20' x 30'. Seats approximately 24 at tables or 50 theater style. Carpeted flooring, a sink, counter space and a telephone. For overnight lock-ins, accommodates approximately 15.
- B – \*Beech Room Size: 20' x 30'. Seats approximately 24 at tables or 50 theater style. Carpeted flooring, a sink, counter space and a telephone. For overnight lock-ins, accommodates approximately 15.
- C – \*Cedar Room Size: 20' x 30'. Seats approximately 24 at tables or 50 theater style. Carpeted flooring, a sink, counter space and a telephone. For overnight lock-ins, accommodates approximately 15.
- D – \*Dogwood Room Size: 19'4" x 24'. Seats approximately 24 at tables or 40 theater style. Linoleum flooring, a sink, counter space and a telephone. For overnight lock-ins, accommodates approximately 15.
- E – \*Evergreen Room Size: 20' x 30'. Seats approximately 24 at tables or 30 theater style. Linoleum flooring, a sink, counter space and a telephone.
- – Oak (Outdoor Room) Size: 19' x 29'. Rooms C or D must be reserved in order to reserve the Oak Room. Seats approximately 24 at tables. Screened porch with lights, electricity and ceiling fans and cement floor. No phone.

*\*Please Note: Rooms A, B, and C have moveable walls that allow these rooms to open to one large open space or allow for two rooms to be combined to accommodate a larger group. Rooms D and E also have a moveable wall that allows these rooms to be combined.*

### **Other Indoor Spaces:**

- Gym/Multipurpose Room
  - Size: 48'8" x 75'. Seats approximately 300 in chairs or 200 people at tables. Sports court flooring (not regulation size). Available for large meetings, lock-ins, trade shows, etc. For overnight lock-ins, accommodates approximately 100.
- Kitchen
  - Designed for storage and minimal food preparation. Commercial ice machine, household refrigerator, stove, and sink are available. The kitchen may be exclusively reserved; however, the ice machine must remain accessible to all groups using the facility.

### **Outdoor Areas:**

- Pavilion
  - Seats approximately 65. Large open-air picnic shelter. Equipped with 12 picnic tables, electricity, lights and fire grill. Located on the trail between Magnolia Manor and The Learning Center. Not accessible by car for guests. 1 car would be allowed to drive to the Pavilion to drop off items or disabled persons.
- Natural Areas
- Several accessible walking trails to enjoy the lake, wildlife, flora and fauna.

# Girl Scout Learning Center

