



THE PHILLIP
**RUSH
CENTER**
Supporting Atlanta's LGBT Community

Rush Center Facility Rental Policy

Administrative Building

1530 Dekalb Ave. NE Suite A

Atlanta, GA 30316

Annex Building

328 Mell Ave. Suite B

Atlanta, GA 30316

Rush Center Coordinator

(678)362-4084

info@rushcenteratl.org

- In the event that damages or cleaning fees exceed the amount of the security deposit, the customer acknowledges the responsibility to pay the cost in excess of damage/cleaning deposit.
- The damage/cleaning deposit will be returned in 14 business days of the rental key return, provided no damage or cleaning charges are applied. Recurring renters can elect to keep their deposit on file at the Rush Center.

Key Check Out & Orientation

- Keys are required for any events not starting between the hours of 10AM-4PM on Monday-Friday.
- Keys grant access to the designated rental space ONLY during the reserved and confirmed event date and time.
- It is the responsibility of the renter to set a time with the Rush Center Coordinator to sign out a key, walk through the rental space and submit the deposit. Only one appointment is necessary for all three requirements, appointments will not last more than 30 minutes.
- Events hosted by organizations that are coming in from out of town MUST still coordinate with the Rush Center how to pick up a key and return it. It is the renter's responsibility to make these arrangements.
- **Keys must be picked up within the 5 business days that precede the event during office hours.**
- **Keys must be dropped off within 7 business days following the event during office hours.** If keys are not returned within the deadline the deposit is forfeited.
- The deposit will be returned at the time the keys are signed back or the first business day after keys have been placed in drop box.

Cancellation or Rescheduling Policy

- If the cancellation occurs more than 2 weeks before the event, a 100% refund (minus the admin fee) will be given.
- If the cancellation occurs less than 2 weeks before the event, a 50% refund (minus the admin fee) will be given.
- If the cancellation occurs 1 business week or less before an event no refund will be given.
- If the event must be rescheduled and the Rush Center is given notice of at least two weeks, the renter is not subject to the rescheduling fee of \$15.00. If the renter chooses to reschedule within two weeks of the confirmed event they will be charged \$15.00 re-booking fee.
- In cases of inclement weather, the Rush Center reserves the right to reschedule events and renters will not be subject to a rescheduling fee.

Setting Up and Decorating

- Any and all setting up and decorating must be approved by the Rush Center.
- **Taping, pasting, tacking, pinning, nailing, or otherwise attaching items to walls, windows, doors, ceiling, floors, furniture or furnishings is not allowed.**
- Use of confetti, glitter, rice, bubbles, hay, processed snow or other substances requiring excessive cleanup will NOT be allowed inside the building. Use of any of these items immediately result in the forfeiture of the full amount of the cleaning/damage deposit.

forfeiture of part or all of the deposit. Any damages exceeding the deposit amount are the responsibility of the customer.

Deliveries

- All deliveries must be coordinated with the Rush Center during normal facility hours.
- For on-going users, mailboxes at the Rush Center are available for rental.
- For one-time users, storage fees for deliveries must be worked out with the Rush Center ahead of time.
- The Rush Center is not responsible for any lost, stolen, or damaged equipment or property of the renter or its agents.
- **All deliveries MUST be sent to the Administrative building after coordinating packages with the Rush Center Coordinator NOT the Annex building.** Address any and all deliveries to:
The Phillip Rush Center, 1530 Dekalb Ave NE, Suite A, Atlanta, GA 30307

Publicity

- Use of any Rush Center logo, trademark, or trade name is prohibited without prior written authorization. The customer is not to promote their event as programming or sponsored by the Rush Center unless agreed upon in writing in advance of the event.

Alcohol Policy

- Beer and wine are the only alcoholic substances allowed on the premises.
- Selling alcohol on the premises is prohibited.
- Renters must write out detailed plan for how alcohol will be served and regulated in their reservation form. The Rush Center will decide if we approve the plan.

Parking Policy

- Parking on Mell Avenue is prohibited.
- There are parking lots in the front and rear of the building and across Mell Avenue that can be used. Keep in mind that these lots are shared with Radial Café and numerous other businesses. If you are expecting a larger audience, please encourage them to use MARTA. We are located down the street from the Candler Park Station. (See "Map Graphic")
- If the renter is expecting 50+ attendees to drive and park at the event space, please contact the Rush Center Coordinator about securing additional parking. This must be done at minimum 2 weeks in advance and is not guaranteed.

Cleaning Policy

The renter is responsible for the following:

- Taking out all trash or recycling generated from the event to the dumpsters on-site AND refilling trash cans with trash bags provided.
- Removing any food or serving ware from the premises. Do NOT leave anything in refrigerators or cabinets.
- Wiping down tables used, wiping down any counters used
- Sweeping floors and/or picking up large debris on carpets
- Wiping up ANY spills on floors
- Returning tables and chairs to their designated spaces.



NOTICE:

The Rush Center (a 501(c)(3) nonprofit) rents our facilities to individuals, organizations and businesses (“Renters”). The activities conducted by Renters are NOT the activities of The Rush Center. The act of renting the facilities to Renters in NO way suggests that The Rush Center supports the activities or views of the Renters.

Renters activities, statements, actions are entirely their own.

Renter agrees to accept and abide by the policies and procedures detailed the Rush Center Facility Rental Policies. Renter acknowledges that failure to abide by the policies and procedures listed can result in part or full loss of the cleaning/damages deposit.

Renter Name (Printed)

Organization Name

Renter Signature

Date

Phone Number

Email Address

Rush Center Coordinator

Date