Cleaning Deposit:
All rentals require a separate $100 cleaning deposit to be left on file with us during your reservation. This cleaning deposit is completely refundable, pending the space and/or equipment have not been damaged AND all cleaning policies are followed before completing your rental.

Cancellation Policy:
• Over two-week’s notice before reservation date = 100% of rental rate is eligible for a refund.
• Less than two-week’s notice before reservation date = 50% of rental rate is eligible for a refund.
• Less than one-week notice before reservation date = 0% of rental rate is eligible for a refund.

Reservation Confirmations:
Reservations will only be confirmed once full payment for your rental has been received and processed. Full rental payment includes the separate $100.00 Cleaning Deposit.

For more information about reservations, please visit our website at WWW.RUSHCENTERATL.ORG
# 2019 Rental Rates:

<table>
<thead>
<tr>
<th>Rental Space</th>
<th>Weekday Rate (Minimum of 2 hour rental)</th>
<th>Weekend Rate (Minimum of 4 hour rental)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Room</td>
<td>$50.00 and up</td>
<td>$100.00 and up</td>
</tr>
<tr>
<td>(&gt;$25.00/hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Room</td>
<td>$70.00 and up</td>
<td>$140.00 and up</td>
</tr>
<tr>
<td>(&gt;$35.00/hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Room</td>
<td>$100.00 and up</td>
<td>$200.00 and up</td>
</tr>
<tr>
<td>(&gt;$50.00/hour)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entire Annex Building</td>
<td>$220 and up</td>
<td>$440 and up</td>
</tr>
<tr>
<td>(&gt;$110.00/hour)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Event Room:
- 90 folding chairs (black)
- 5-10 non-folding chairs (navy cushions)
- 20 rectangular tables (Dimensions: 2ft wide X 5.5ft long)
- 1 overhead projector** connected to a receiver with 4-speaker surround sound
- 1 Blu-ray/DVD player
- 1 P/A system with 1 mic set-up
- 1 Podium and/or audio cart.

The Training Room:
- 20 chairs (navy cushions)
- 6 rectangular tables (Dimensions: 2ft wide X 5.5ft long)
- 2 dry erase boards (4ft X 6ft)
- 1 large screen monitor**

The Conference Room:
- 10 chairs (navy cushions)
- 1 large executive conference table
- 1 dry erase board (4ft X 6ft)

---

The Rush Center exclusively rents its facilities to non-profit organizations and grassroots community groups whose work is LGBTQIA+ centered and is in alignment with our mission and values.