

## GENERAL POLICIES FOR COCA'S MEETING ROOM

### AVAILABILITY:

- ◆ The room is available for meetings, workshops, classes, press conferences, readings, and business receptions. The room is not available for weddings or other private parties. (COCA reserves the right to interpret this statement at its discretion.)
- ◆ Room rental is subject to availability. COCA's own events have priority.
- ◆ COCA may decline to rent the room to any event for any reason.
- ◆ COCA meeting room is available upon the reservation & payment clearance at least one week in advance. First reserve, first served principle applies with a priority of cultural events and events of public character.
- ◆ Regular hours: 9 am – 5 pm weekdays (except holidays)  
After hours: 5-10 pm weekdays  
9 am -10 pm weekends and holidays

### RENTAL RATES:

	COCA Members	General Public *	
	Individual & Group Memberships	Non-profit organizations	For-profit organizations & individuals
<b>Regular hours</b>	\$30 per hour	\$50 per hour	\$75 per hour
<b>** After hours</b>	\$50 per hour	\$70 per hour	\$95 per hour

\*Note: all General Public Business, Organizations, and Individuals are invited to become members of COCA (\$55 for non-profit arts organization, business, association; \$75 for a non-arts related business; \$55 for a family and dual practicing artists; \$39 for an individual, practicing artist, professional educator; and \$22 for a student practicing artist) and take advantage of our member rates. Visit COCA's website at [www.tallahasseearts.org](http://www.tallahasseearts.org) for membership information.

\*\* After hours rates include additional staff charges that COCA incurs and cannot be waived for any reason.

- ◆ Rental hours must include time for set-up, event, and clean-up.
- ◆ Applicable sales tax will be added to all charges. Please include a tax-exempt certificate with your rental agreement, if applicable.



**INSURANCE:**

- ◆ Renter must provide proof of liability insurance. Please see paragraph two of the rental agreement for details.

**ABOUT THE FACILITY:**

- ◆ The conference room is located on the second floor and includes elevator access. There are accessible restrooms, a full kitchen, a lobby, and outdoor balcony.

**Size:**

Conference Room: 1,015 square feet  
 Upstairs Lobby: 252 square feet  
 Full kitchen: 117 square feet

**Capacity:**

Theatre style: 75  
 Reception style: 99  
 Banquet or classroom style: 40

**EQUIPMENT:**

- ◆ Renters may use tables, chairs, easels, and podium for no additional charge.

<b>Tables</b>	<b>Chairs</b>	<b>Other</b>
8 – plastic 8’ x 2’ (white)	60 – metal padded (black)	9 – portable black easels*
3 – plastic 6’ x 2’ (black)	6 – metal folding (brown & gray)	1 – podium
1 – plastic 5’ round (white)		2 – coffee urns**
1 – wooden 6’ x 2’ (brown)		1 – dry erase projection board
		1 – rolling A/V cart with power
<b>*easels must be reserved in advance</b>		
<b>** renter must provide all coffee cups and supplies</b>		

- ◆ An LCD projector is available for an additional charge of \$20 per day.
- ◆ You must bring your own laptop – COCA’s computers are not available for use. Wireless internet access is available on request.

**KITCHEN:**

- ◆ Renters may use the refrigerator, sink, microwaves, and coffee makers in the kitchen area for no additional charge. The kitchen is intended to be used for serving and microwave re-heating, not for any substantial cooking or catering.
- ◆ Renters must bring their own coffee supplies, ice, paper goods, trash bags, food, and all other meeting and kitchen supplies. COCA’s kitchenware is not available for use.
- ◆ Trash and recycling must be taken outside to the appropriate bins buy the Renter at the end of the rental period.

**PARKING:**

- ◆ COCA’s lot contains approximately 20 parking spaces, some of which may be in use by COCA staff and visitors during regular business hours. Additional parking is available at metered spaces with a four-hour limit.