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:

<table>
<thead>
<tr>
<th></th>
<th>COCA Members</th>
<th>General Public *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual &amp; Group Memberships</td>
<td>$30 per hour</td>
<td>$50 per hour</td>
</tr>
<tr>
<td>Non-profit organizations</td>
<td>$50 per hour</td>
<td>$75 per hour</td>
</tr>
<tr>
<td>For-profit organizations &amp; individuals</td>
<td>$75 per hour</td>
<td>$95 per hour</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Tables</th>
<th>Chairs</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – plastic 8’ x 2’ (white)</td>
<td>60 – metal padded (black)</td>
<td>9 – portable black easels*</td>
</tr>
<tr>
<td>3 – plastic 6’ x 2’ (black)</td>
<td>6 – metal folding (brown &amp; gray)</td>
<td>1 – podium</td>
</tr>
<tr>
<td>1 – plastic 5’ round (white)</td>
<td></td>
<td>2 – coffee urns**</td>
</tr>
<tr>
<td>1 – wooden 6’ x 2’ (brown)</td>
<td></td>
<td>1 – dry erase projection board</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 – rolling A/V cart with power</td>
</tr>
</tbody>
</table>

*easels must be reserved in advance  
** renter must provide all coffee cups and supplies

- 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 by 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.