

SEFAA  
678-235-4328  
3420 W. Hospital Ave, Suite 103  
Chamblee, GA 30341



[info@fiberartsalliance.org](mailto:info@fiberartsalliance.org)  
[www.fiberartsalliance.org](http://www.fiberartsalliance.org)



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## Room Rental Reservation Form

### Renter Information:

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Individual/  
Organization name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Contact:  
phone number: \_\_\_\_\_  
Contact  
email address: \_\_\_\_\_

### Reservation Information:

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Today's Date: \_\_\_\_\_  
Event Date(s): \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Arrival time (include time to setup/re-arrange tables and chairs): \_\_\_\_\_  
Departure time (include time to return the room to the condition  
you found it): \_\_\_\_\_  
Number of attendees:  0-10       11-25       25+  
Will alcohol be served? **If yes, a Certificate of Insurance for your event naming  
SEFAA as an additional insured is required.**       Yes       No  
Special requests: \_\_\_\_\_

### General Information:

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#### Reservations:

- **Email your completed form to: [rentals@fiberartsalliance.org](mailto:rentals@fiberartsalliance.org) or mail it to the address at the top of the page.**
- All reservations are tentative until the SEFAA Treasurer receives this completed form and emails a reservation confirmation to the Renter Contact listed above.
- Your confirmation email will include both the total charge for your reservation, the balance due, and the balance due date.
- For recurring reservations, please submit a separate form for each date.
- For events where alcohol is served, Certificates of Insurance naming SEFAA as an additional insured must be received (see address above) more than seven (7) days prior to your rental date or your reservation will be cancelled.

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- If your event is open to the public and you provide us with a short description of it and a link to more information, we'll include those event details on our website calendar.

### Rental Rates:

- Please be as accurate as possible when estimating your number of attendees. Members' cost will be based on the number you provide and will not be adjusted.
- Organizations must be organizational members of SEFAA and individuals must be individual SEFAA members to rent at the member rate.
- Rates for the **meeting area** are:

| Number of Participants | Member Rate | Non-Member Rate | Overnight Hold |
|------------------------|-------------|-----------------|----------------|
| 0-10                   | \$10/hr     | \$50/hr         | \$25/day       |
| 11-25                  | \$15/hr     |                 |                |
| 25+                    | \$25/hr     |                 |                |

### Payment:

- A \$15 deposit per rental day must be received by the SEFAA Treasurer within ten (10) days of receipt of this reservation form or your reservation will be cancelled. (1-day rental = \$15 deposit; 3-day rental = 3 x \$15 = \$45 deposit.)
- Your remaining balance is due to the SEFAA Treasurer no later than seven (7) days prior to your reservation date.
- Balances not received on time will accrue a 10% penalty.

### Changes and Cancellations:

- Please email [rentals@fiberartsalliance.org](mailto:rentals@fiberartsalliance.org) or call 678-235-4328 with any reservation changes as soon as possible. Your changes will be accommodated if possible.
- Deposits are not refundable, but will be transferred if an event is rescheduled at the time of cancellation.
- If your reservation is cancelled seven (7) days or less prior to your rental date, you will forfeit your deposit plus 50% of any other payments received for the cancelled rental.

### Accessing the SEFAA Center:

- After your reservation is confirmed, you will receive an email from a SEFAA steward with information about finding and accessing the SEFAA Center. The email will also include the steward's contact information in case you have any problems.
- One Handicap Parking space is near the entrance.
- We encourage you to car pool and to use public transportation since parking isn't plentiful.
- If you need more spaces than are provided at our building, you can park at the other buildings. Please do not park in any spaces that have a loading ramp, other than SEFAA's ramp.

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- You may want to post signs at the W Hospital Ave entrance and throughout the property to direct attendees to your meeting. Signs are available at SEFAA. Please return them to the Center before you leave.

### Amenities at the SEFAA Center:

- SEFAA provides **tables and chairs**. Please use them as needed, but clean them and leave the space as you found it when you leave.
- **Light switches** are located throughout the facility. Please walk through, starting with the restroom, turning off the lights when you leave.
- **Heating and air conditioning:** The thermostat is located in the main room. It has been programmed for normal usage hours. If you need to adjust the temperature, use the up/down arrows to select a comfortable temperature then press the HOLD button. Please help us minimize costs by clearing the HOLD when you leave to return the thermostat to the programmed settings.
- **WiFi** is available. Your SEFAA steward will provide you with the guest access code.
- **Electricity:**
  - Wall and ceiling outlets are available throughout the facility.
  - Extension cords and power strips are stored in the corner of the main room.
- **Restrooms** are located in at the far right of the building, in the Gathering Area. Please make sure the restrooms are clean when you leave.
- **Food and drink:**
  - The Hospitality area containing a refrigerator, coffee pot and teakettle is available for your use in the Gathering Area. Please be respectful of others using this area and leave the space as you found it.
  - The **Facilities Information Binder** contains listings of some nearby restaurants as well as some menus. Please let us know of any restaurants we should add.
- **Recycling** of paper, aluminum, glass, and plastics labeled 1-7 is encouraged. Separate bins are provided for paper and the other items. Please ensure recycled items are rinsed clean.
- **Trash:** Please do not leave food in the trashcans or full trashcans. If your event filled the trash cans over halfway, please remove the bagged trash and place it in the dumpster by the 3410 building on your way out.