CDA Room Rental Guidelines

Thank you for choosing to rent one of our conference rooms! We are pleased to provide a welcoming, affordable space for your meeting, gathering or event. All proceeds from our room rentals directly support our mission of providing affordable, high-quality early education and support services to underserved children and their families. By renting our space, you are not only gaining a convenient place to gather, you are also helping us build brighter futures and stronger communities. We appreciate your partnership and ask that you review the guidelines below so that our spaces remain safe, welcoming and enjoyable for everyone.

Our Conference Rooms

The CDA has two conference rooms on the administrative floor of the Grove Way Community Center at 89 Grove Way, Roswell, Georgia that are available for rental.

Martin's Garden Community Room

- Capacity: 50 people
- Available in multiple room configurations
- Equipped with Wi-Fi and Smart TV
- HDMI cable connection available
- Available for rental:
    - Monday-Friday: 10:00am-2:00pm
    - Monday-Friday: After 5:00pm
    - Saturdays and Sundays

Wissman Board Room

- Capacity: 12 people
- Conference style table with 12 chairs
- Equipped with Wi-Fi and Smart TV
- HDMI cable connection available
- Available for rental any day and time, based on availability.

Room rentals are subject to availability and may be reserved up to **six months in advance.**

Rental Rates for Martin's Garden Community Room

Room capacity 50

	Corporate/Individual	501c3 Non-profit
Full Day (8 hours)	$750	$375
Half Day (4 hours)	$375	$185
Hourly (2 hour minimum)	$100/hr	$50/hr

Rental Rates for Wissman Board Room

Room capacity 12

	Corporate/Individual	501c3 Non-profit
Full Day (8 hours)	$350	$175
Half Day (4 hours)	$175	$90
Hourly (2 hour minimum)	$50/hr	$25/hr

How to Request a Room Rental:

1. Submit a Room Rental Inquiry Form through the CDA website.
2. **CDA Review:** CDA staff will review the request for room availability and to ensure that the proposed use meets CDA rental guidelines and policies.
3. **Approval:** CDA will respond to the request within two business days with an approval or denial.
4. **Invoice and Payment:**
    - **CDA tenants:** An invoice for the full rental amount will be provided. Payment is due within 14 days of the invoice date, or upon receipt if the event is less than 14 days away.
    - **Outside renters:** A 50% deposit is required to reserve the room. The deposit is due immediately upon approval. The remaining balance is due 14 days before the event, or upon receipt if the event is less than 14 days away.
    - Full payment must be received before the event date.
5. **Tentative Holds:** Once a rental request is approved, the CDA will place a tentative hold on the calendar while awaiting payment. A room is not officially reserved until the payment or deposit has been received.
6. **Room Setup:** If renting Martin's Garden Community Room, CDA staff will configure the room according to the setup requested by the renter before the event.

Cancellation & Refund Policy

Cancellations must be communicated to CDA in writing.

- 14 or more days before the event: Full refund
- 7-13 days before the event: 50% refund
- Less than 7 days before the event: No refund

CDA reserves the right to cancel a reservation if circumstances arise that make the space unavailable or unsuitable for the scheduled event. In such circumstances, the renter will receive a full refund of amounts paid to CDA.

Room Use Guidelines

Approved Use

CDA reserves the right to review and approve each rental request, including the proposed purpose of the event. Rental approval is based on room availability and whether to proposed use is consistent with the CDA's mission, values, policies, and the appropriate use of the facility.

If renter misrepresents the nature or purpose of an event when submitting a rental request, CDA may terminate the rental agreement. In such circumstances, CDA will determine the appropriate refund based on the circumstances.

Access to the Facility

Rental of the conference rooms includes use of the designated conference room and restrooms only. Renters and their guests may not enter or use other areas of the Grove Way Community Center unless specifically authorized by CDA.

Subleasing

Room rentals are for the approved renter and approved event only. Subleasing, transferring, or allowing another individual or organization to use the room in place of the approved renter is not permitted without prior written approval from the CDA CEO & Executive Director.

Prohibited Items & Activities

For the safety and comfort of everyone using the facility, the following are prohibited anywhere on the CDA property:

- Weapons or firearms
- Alcoholic beverages
- Smoking
- Vaping
- Illegal activities or activities that violate federal, state or local law

Renters are responsible for ensuring that all members of their group and their guests follow these requirements.

Violation of these policies may result in immediate termination of the rental without a refund and may result in additional charges for damages, cleaning, or other costs incurred by CDA.

Political Activities

To maintain the intended community and nonprofit purpose of our rental spaces, the CDA conference rooms may **not** be used for:

- Political campaign activities
- Partisan political events
- Candidate events or campaign meetings
- Political fundraisers
- Events intended to promote or oppose a political candidate or political party
- Activities intended to promote or oppose a ballot measure
- Political rallies, protests, or demonstrations
- Other activities primarily intended to advocate for or against a political candidate, political party or political cause

Approval of a rental does not constitute an endorsement, sponsorship, or affiliation by CDA with the renter, organization, event, speaker, or any views expressed during the event.

CDA reserves the right to determine whether a proposed event falls within these restrictions.

Decorations & Signage

Decorations and signage are welcome when they are placed in approved locations, such as:

- Tables
- Easels
- Freestanding displays
- Other locations specifically approved by CDA

Nothing may be taped, pinned, nailed, stapled, glued, or otherwise attached to walls, doors, ceilings, windows, or other facility surfaces. The use of Command™ strips, adhesive hooks, putty, or similar products is also prohibited.

Renters are responsible for removing all decorations, signs, and materials at the conclusion of the event.

Technology & Wi-Fi

Conference rooms are equipped with Wi-Fi, Smart TVs, and HDMI cables. Renters may request a walkthrough of the room prior to their event, including a demonstration of the available technology. Technology instructions will also be provided to renters before their event.

CDA staff are not available to provide technology or event support during the rental period. Renters are responsible for bringing any additional equipment, adapters, cords or technology they may need.

Room Setup & Cleanup

CDA staff will set up the room according to the configuration requested by the renter.

At the conclusion of the rental, the renter is responsible for leaving the room in the same condition in which it was found.

Before leaving, renters must:

- Return tables and chairs to the designated configuration
- Place all trash in the appropriate trash receptacles
- Remove all personal belongings and event materials
- Remove all decorations and signage
- Clean up food and beverage areas
- Ensure no items belonging to the renter or the guests are left behind
- Report any concerns to CDA staff

Failure to follow these guidelines may result in a cleaning fee.

Damage & Additional Charges

Renters are responsible for any damage to the conference room, furniture, equipment, or other areas of the facility caused by the renter or members of their group or guests.

If CDA determines that damage has occurred or that additional cleaning is required following a rental, the renter will be invoiced for the associated costs.

Thank You for Supporting CDA!

Thank you for choosing the Children's Development Academy for your meeting or event. Every room rental helps support CDA's mission and the children and families we serve.

We appreciate your help in caring for our shared space and hope you have a successful and enjoyable event!