



SPIRITUALITY THE ARTS WELLNESS UNDERSTANDING

Private Event Guidelines

Thank you for choosing to have your special occasion with Glenwood Life Center (GLC)! GLC is an affordable "Third Place," from home and work, to spend intentional quality time with those important to you. We're excited you've chosen to be a part of GLC's unique, collaborative, and growing culture. Here are guidelines to help maximize your experience at GLC.

- 1) **Private Event Definition** - An individual or organization using GLC space to host a private one-time event for friends, family, or coworkers.
- 2) **Fees** – Yearly \$35 membership, \$300/4hour minimum rental fee per room (\$400/5hrs, \$500/5hrs, or \$600/8hrs). \$75 cleaning fee. \$200 deposit paid in advance to hold the date.
- 3) **Please be respectful** – Others may be using parts of GLC, a shared building, at the same time as you.
- 4) **There is no full-time staff or a custodian** - Please reserve enough time to set up, break down, and clean up the space, besides just the length of your actual program or event time. Please make sure the room is ready, looks the way it started, for the next group to use.
- 5) **Entering the building** – The front door will be electronically set to open and lock for your designated time frame. Or you will be emailed a KEVO eKey, through an app. on a smart phone, that opens the black deadbolt on the back-kitchen door. This back door can be opened remotely for you as well.
- 6) **Making a payment** – \$200 deposit holds the event date. The remainder of the event balance must be paid no later than 7 days in advance of the event date. Please bring it in person or mail to GLC.
- 7) **Parking** – You can park anywhere in the neighborhood, along the street, **EXCEPT** in front of the fire house. There are "Do not park" signs posted across the street from the fire house driveway.
- 8) **Tables and chairs** - We have enough folding chairs for up to 80 people. We have 10 plastic six-foot rectangular tables. We have 10 more heavier wood and metal six-foot rectangular tables. The chairs can be found in the Lobby in front of the Theatre. The plastic tables are in a storage cubby just inside the men's room. The wood tables are in the coat closet to the left of the women's room.
- 9) **Leaving the building** - Please check that room lights and air conditioners are off. Please check that exterior doors are locked and pulled closed. The outside lights are on timers.
- 10) **Trash** – If you served food, please put those trash bags outside in the covered trash cans in the back or on side, to the left of the front doors, as you face the building.
- 11) **Bathrooms** – Please make sure the bathrooms are in decent order before you leave.
- 12) **Add-ons** – GLC does have a portable microphone/sound system and digital projector that can be rented for \$25 each per event and a separate \$100 deposit made in advance.
- 13) **Contact:** Bryce Elliott – GLC Director – Cell: 865-406-0633, Email: bellriott@uam.org