



## FACILITY USAGE INFORMATION

The Glow Community Center's mission is to serve and enrich community life through cultural, educational, and social programming. Our ballroom is available for facility usage for special events for organizations and groups dependent on availability.

### Amenities available:

#### 1. Rooms

The Glow Community Center has a ballroom of approximately 1,600 square feet, fitting up to 148 (allowed by maximum occupancy) that can be separated by partitions into 3 rooms. Currently due to COVID guidelines, we've reduced our maximum occupancy.

Each room is similar in size but can offer different spacing options and amenities. Currently due to COVID precautions, only a single party/event is available for use at a time.

The typical rate for the entire ballroom would be:

- \$300 for the first 2 hours and \$100 every additional hour after 2 hours. (M-Th)(Fri, Sa, Su ending before 5pm)
- \$400 for the first 2 hours and \$100 every additional hour after 2 hours. (Fri, Sa, Su starting after 5pm)

**Set-up and clean-up time for the event is the responsibility of the user and included within the reservation time slot. Additional fees apply for events exceeding their time slot and it requires Glow Community Center staff pre-approval.**

#### 2. Cleaning Fee

For all events, the Glow Community Center includes a cleaning fee:

- \$100 per event;
- additional \$75 for events serving food.

#### 3. Tables

The Glow Community Center has 10 tables (6ft x 2.5ft) available for use, complimentary. Additional \$50 for 2 round tables (seats 8), 3 bar height cocktail tables. Table cloth are provided for an additional laundry fee.

#### 4. Chairs

The Glow Community Center has about 148 chairs available for use - Complimentary.

#### 5. Security Deposit

A security deposit of 25% of the total facility usage cost must be submitted within 10 business days of signing and be submitted no later than 3 days prior to the event to secure date and time. Our methods of payments are check, Venmo, Zelle, and cash.

- By Check: payable to Glow Community Center, Inc. Address: 133-29 41st Ave 1FL, Flushing NY 11355.
- By Venmo: [@glowcommunity-center](https://www.venmo.com/@glowcommunity-center) or 6463222932 or [Fundraising@glownyc.org](mailto:Fundraising@glownyc.org)
- By Zelle: [Fundraising@glownyc.org](mailto:Fundraising@glownyc.org)



## 6. Sound & Lighting

There are two sound & lighting options available:

- Portable PA system with a single microphone is \$50 per event.
- AV Rack sound and lighting (would require an in-house technician to set up), typically used for full ballroom use and/or use of Room 3. Use of the AV rack would be \$75 per event.

## 7. Microphones

We have wireless and traditional wired microphones available. As per Sound & Lighting, use of wireless microphones would require pairing with the AV Rack, typically used for full ballroom use and/or use of Room 3. Use of the AV Rack would include 2 wireless microphones complementary. Use of the Portable PA system would include a single wired microphone complementary.

## 8. Projectors & Displays

We have 2 options for screens/display usage for presentations and other activities requiring monitors, screens or projectors.

- We have a ceiling mounted projector that projects onto the projector screen on the stage in Room 3. Projector use would require the use of the AV Rack to connect, via HDMI. Projector use would be \$50 per event.
- We have a 55 inch monitor that is portable and can be placed in any of the rooms. Connection would be required via HDMI. Display use would be \$50 per event.

## 9. Piano

The Glow Community Center has a Yamaha parlor grand piano available. Use of piano would be \$100 per event.

## 10. Karaoke Machine

We have a Karaoke machine available for \$100 per event, the use of the Karaoke machine includes 2 wireless microphones that would require pairing with the AV Rack.

## 11. Other Important Notes

- **Alcohol beverage policy:** Currently, we are only hosting dry events, meaning there **cannot** be any alcohol on-premises.
- **Insurance:** Unless waived in writing by GCC, the Users must provide proof of \$1 million liability insurance coverage for each event. All insurance shall be at the User's expense. Glow Community Center, Inc. shall be included as a "named insured" on the User's insurance policy, and evidence of such shall be provided to GCC at least 3 days prior to Event Date. See Facility Usage Agreement for coverage details required or request to a sample. Websites like the [theeventhelper.com](http://theeventhelper.com) provide easy to access event insurance options.



### FACILITY USAGE AGREEMENT FORM

This AGREEMENT for the facility usage of facilities is made between Glow Community Center, Inc. (hereafter "GCC") and \_\_\_\_\_ (hereafter "USER")

Contact Name		Title	
Phone Number		Email	
Tax ID (NFP Status)		Business address	
Facility usage Date	/ / 2022,	Time	From: To:

BRIEF DESCRIPTION OF EVENT: Estimated # of attendance: \_\_\_\_\_

Furnishing, A/V, and other optional requests:

Description	Quantity	# of Hrs	Cost	Remarks
Room costs				
Tables (4'x 6' up to 10)			Complimentary	
Chairs			Complimentary	
2 Round Tables (seats 8) & 3 bar height cocktail tables			\$50.00	
Sound & Lighting (see note)			\$60.00	
Microphones			*included if sound & lighting chosen	
Portable PA system with a single microphone			\$50.00	
Projector			\$50.00	
Piano			\$100.00	
Karaoke Machine			\$100.00	
Cleaning Fee			\$100. \$75 Additional for events serving food	
Additional requests (laundry fee)			\$20 - white table cloth each <input type="checkbox"/> \$15 - black table cloth each <input type="checkbox"/> n/a	
Total			\$ .00	

Security Deposit at 25% in the amount of \$ \_\_\_\_\_ is due 10 business after submission.

By signing below, I certify that I am authorized to execute this Facility Usage Agreement on behalf of the above named organization and I agree to the terms attached hereto.

**AGREED:**

\_\_\_\_\_  
 User (Origination Name) Date

\_\_\_\_\_  
 Authorized Signature Print Name/ Title

**CONFIRMED:**

\_\_\_\_\_  
 Authorized Signature Print Name/ Title

GCC Office Use				
	Amount	Payment Method	Date	Signed by GCC Staff
<b>Original Costs</b>				
<b>Additional</b>				
<b>Total Costs</b>				
<b>Deposit</b>				
<b>Balance</b>				



**1. Cancellation or Postponement** Initials \_\_\_\_\_

If the User wishes to cancel the event, the User must notify GCC in writing at least fourteen (14) days prior to the Event Date. A cancellation fee equal to the amount of the Facility Usage Deposit will apply.

If GCC determines that the event must be postponed due to an emergency, natural force majeure events or extreme adverse weather conditions, civil disturbance, or similar unforeseen circumstance, GCC will re-schedule the event on a space-available basis and the facility usage deposit will be transferred to the re-scheduled booking. GCC is not liable for any losses, expenses, fees or additional costs incurred by the User as a result of the postponement.

**2. Terms and Regulations** Initials \_\_\_\_\_

User Requirement: GCC reserves the right to determine in its sole and absolute discretion whether any person/group seeking to use the Glow Community Center is a “responsible organization” and the Board of Directors of GCC reserves the right in its sole and absolute discretion to decline to rent the Glow Community Center to any person/group not meeting this requirement. This Agreement is not to be construed as in any way granting to User any interest as a tenant or subtenant in the Premises; it is intended that this Agreement merely grants to User a revocable license to enter upon and use the Premises in accordance with the terms hereof and will not be deemed to grant to User a leasehold or other real property interest in the Premises.

**3. Security** Initials \_\_\_\_\_

Security officers and/or other security measures (the “Security”) may be required at certain events as determined by GCC in its sole and absolute discretion. Required Security shall be obtained by GCC and paid for in full by the User. GCC shall not be responsible for any costs or fees associated with Security. In the event that Security is required, the User shall retain Security for at least one additional hour beyond the actual Event Hours to ensure that Security will be present for at least a half hour before and a half hour after the event.

**4. Insurance** Initials \_\_\_\_\_

Unless waived in writing by GCC, the User must provide proof of \$1 million liability insurance coverage for each event. All insurance shall be at the User’s expense. Glow Community Center, Inc. shall be included as a “named insured” on the User’s insurance policy, and evidence of such shall be provided to GCC at least 3 days prior to Event Date. Websites like thetheeventhelper.com provide easy to access event insurance policies.

**5. Alcoholic Beverages** Initials \_\_\_\_\_

The sale and serving of alcoholic beverages is strictly prohibited unless the User, the event caterer, or the event sponsor, seeks written permission from GCC and has or obtains a permit or license from the NYS Liquor Authority to serve alcohol. Where alcohol is involved, the User shall strictly comply with all liquor laws and regulations. Neither User nor Glow Community Center may serve any hard liquor on the premises. If permitted, only beer, wine, and cider may be served on the premises. Alcohol is prohibited outside of the designated space. In no event will the User or attendees of the event bring alcoholic beverages outside of the designated area. Neither User nor Glow Community Center may serve any alcohol to minors at any time. Glow Community Center reserves the right to request identification or discontinue services at its discretion. All bar service must end at least one hour prior to the end of the event. Glow Community Center requires a minimum of one bartender to be present for every 40 people



at an event serving alcoholic beverages. Proof of insurance required.

**6. Smoking/Drug Free** Initials \_\_\_\_\_

Any form of smoking or the use of any tobacco product is not allowed inside the Premises or in any entrances, exits or other areas immediately adjacent to the Premises. The use or possession of any illegal drugs or substances is strictly prohibited.

Firearms and Weapons: Possession of any firearms, weapons or ordinance is strictly prohibited on the Premises unless the person is a law enforcement officer authorized to carry weapons at the time of the event.

**7. Indemnification** Initials \_\_\_\_\_

The User agrees to fully indemnify, defend, and hold GCC and its Board of Directors and employees harmless from any and all costs and expenses resulting from any claims, suits, or liabilities of any kind, including attorney fees, arising from or purporting to arise from the conduct, activity, or any other transaction involving this Facility Usage Agreement, the User's event, the User and/or its guests, invitees, or any other person on the Premises at the request or invitation of the User or User's guests or invitees. This provision of the Facility Usage Agreement shall survive the User's scheduled departure date from the Premises and the termination of this Facility Usage Agreement.

**8. Damaged Property** Initials \_\_\_\_\_

The User will be responsible for the full cost of cleaning and/or repairing any stains or damage, beyond normal wear and tear, of GCC's property and the Premises. This includes any damage caused by the User, User's guests, User's Invitees, User's service providers or any individual(s) connected to the User's event. A Security Deposit of \$500.00 (separate from the Facility Usage Fee) is required. If any damage occurs, it will be assessed and deducted from the Security Deposit. The User will be billed for any additional amount that exceeds the amount of the Security Deposit, and the User will be required to pay such additional amount within 10 Business Days of receiving the bill.

**9. Decorations and Furnishings** Initials \_\_\_\_\_

Furnishings, candles, glitter, confetti, sand or any substance that can be a fire hazard, impedes egress, or causes litter or debris inside or outside the building or on the grounds is prohibited. Tape and adhesives must be approved by GCC. No pins, tacks, nails, or any other puncturing devices are allowed.

**10. Facility Access** Initials \_\_\_\_\_

All decorations, equipment and other materials brought in for the event by the User must be removed from the Premises by the end of the Event Hours unless prior arrangements have been approved by GCC in writing.

**11. Contact Person** Initials \_\_\_\_\_

The User shall designate a person in Section II of this Facility Usage Agreement as the contact person who has full authority to act and make decisions on behalf of the User in connection with the User's use of the Premises (the "Contact Person").

**12. Removal for Unruly Behavior** Initials \_\_\_\_\_



133-29 41<sup>st</sup> Avenue, 1st Fl, Flushing, NY 11355  
718-359-1888 | [info@glownyc.org](mailto:info@glownyc.org) | [glownyc.org](http://glownyc.org)

Failure to comply with any security or management requests or requests from GCC, excessive noise, foul language, violation of rules and regulations or any applicable laws or unruly behavior may result in the User's removal from the premises and/or the contacting of law enforcement agencies.

