



Meeting Room Uses, Policies, Procedures, and Guidelines

The Family Center of Gap's meeting rooms are used for daily business purposes and are also provided to the general public for cultural, civic, educational, and private use. Meeting rooms will, to the extent that is legal and consistent with Family Center policies, be made available regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to rent public meeting space at The Family Center of Gap does not constitute an endorsement of that group or individual's policies and beliefs. Meeting capacity is limited by order of the Fire Marshall.

Rooms available for rentals are as follows:

The Multi-Purpose Room:

Maximum 300 people, seated at tables

Maximum 450 people, standing or conference style seating

Full service catering permitted

Full A/V Booth service provided by a 3rd party at an additional cost

Available Monday - Saturday, 8:00 AM – 10:00 PM

The Upper Room:

Maximum 50 people, seated at tables

Maximum 50 people, standing or conference style seating

Full service catering permitted

Available Monday - Saturday, 8:00 AM – 9:00 PM

The Corral and Kitchen:

Maximum 60 people, seated at tables

Maximum 75 people, standing or conference style seating

Full service catering or kitchen-prepared meals permitted

Available 7 days per week, 9:00 AM – 10:00 PM

Executive Conference Room:

Maximum 12 people

Menu service available through Angela's Café with a reservation

Beverage service available through Angela's Café with a reservation

Outside/catered food options limited to light refreshments and take-out



Meeting Room Policies

Available Monday - Saturday, 8:00 AM – 9:00 PM

Conference Room 2:

Maximum 12 people

Menu service available through Angela's Café with a reservation

Beverage service available through Angela's Café with a reservation

Outside/catered food options limited to light refreshments and take-out

Available Monday - Saturday, 8:00 AM – 9:00 PM

Classroom A:

Maximum 30 people

Beverage service available through Angela's Café with a reservation

Outside/catered food options limited to light refreshments and take-out

Available Monday - Saturday, 8:00 AM – 9:00 PM

Classroom B:

Maximum 24 people

No food or beverage permitted at any time

Community Room and Kitchen:

Maximum 30 people, seated at tables

Maximum 60 people, standing or conference style seating

Full service catering or kitchen-prepared meals permitted

Available Monday - Saturday, 8:00 AM – 9:00 PM

Warming Kitchen:

Used for catering and staging only

Not equipped for full-meal preparation

Requires a separate reservation in coordination with full service catering*

Available Monday – Friday, 4:00 PM – 9:00 PM and Saturday, 8:00 AM – 9:00 PM*

*Special arrangements can be made to accommodate early morning catered events upon request.



Scheduling/Eligibility/ Cancellations

Requests for use of meeting rooms will be made through the Family Center of Gap Welcome Desk at (717)442-2300. Applicants must be 18 years of age or older. Requests are to be made 7 days in advance.

Scheduling is subject to availability.

In the event of an emergency or weather closing, the entire fee will be reimbursed or applied toward the rescheduled date/time. The main contact listed on the request form will be notified by a Family Center staff member. It is the responsibility of the organizer to notify all attendees.

Fees are charged with a differential between for-profit and non-profit users. The Family Center of Gap reserves the right to waive fees at their discretion, with approval by an authorized person.

In the event that an organization or individual cancels a reservation, the organizer will notify The Family Center within 5 days of the event. If a cancellation occurs within 5 days of the scheduled event, a full reimbursement will be given. If the cancellation occurs within less than 5 days of the event, 80% of the rental fee will be reimbursed.

The applicant's signature on the application indicates an agreement to comply with all Family Center policies, procedures, and guidelines.

A request is considered confirmed when the application and full rental payment is received by The Family Center. Should the application and payment not be received by 5 days prior to the scheduled event, the reservation will be cancelled and the organizer will be notified by a Family Center of Gap staff member. It is the responsibility of the organizer to notify all attendees.

Meeting Hours/Room Capacity

With the exception of Family Center sponsored meetings and events, meeting rooms are available only during the times indicated for each room. The Family Center reserves the right to request that an organization or an individual conclude their program or event at any time.

The organization or individual sponsoring a meeting or event must adhere to the meeting room capacities indicated per room and refuse entrance when the capacity has been reached. Failure to do so could be a violation of Fire Marshall Code.

Publicity/Directions/General Use

Publicity for a meeting must clearly identify the sponsoring group or individual. Publicity cannot state or imply that the Family Center of Gap is a sponsor or co-sponsor of an event without its express permission. The Family Center of Gap's mailing address may not be used by the sponsoring organization as an official address. The Family Center of Gap's main phone number and website may be listed as a source for directions and general information about the facility.



Meeting Room Policies

If the event is open to the public and qualifies as a community event, The Family Center will consider promoting it on The Family Center website and e-blast. To submit an event for consideration, email all event details to info@gapfamilycenter.org.

When using GPS or other internet mapping tools, please use 875 Brackbill Road, Gap, PA, 17527 for guaranteed accuracy. Drivers must continue on Brackbill Road until reaching The Family Center on the right.

Publicity must clearly identify the room where the event is scheduled to be held.

Meeting room doors must remain closed but unlocked during the event.

Persons attending the event are subject to Family Center rules and regulations. Failure to comply could result in removal from the property and refusal of future access.

Organizations and individuals using Family Center space do so at their own risk. The organizer is responsible for the use of the space and for the actions of their guests.

Children under the age of 10 may not be left unattended at any time.

Organizations and individuals using Family Center space must observe public accommodation provisions of the Pennsylvania Human Relations Act under which it is "unlawful to discriminate against any person in the full use and enjoyment of such public accommodation, on the basis of race, color, religion, sex, ancestry, national origin, handicap, disability, use of guide or support animals due to blindness, deafness, or physical handicap or because the user is a handler or trainer of guide or support animals."

Restrictions

The following are strictly prohibited on The Family Center of Gap premises and all available meeting rooms: alcoholic beverages, smoking (except in designated outdoor areas), gambling, pornography, and controlled substances.

No items may be taped, tacked, or nailed to the doors, windows, walls, or floors. All display or hand-out materials must be removed at the close of an event.

Fog machines, pyrotechnics, displays or props involving water, and other special effect equipment with potential for fire or water damage are prohibited in all indoor spaces.

Rentals are not transferrable to another individual or organization.

Internet

Wireless internet is available. Some meeting rooms provide advanced smart room technology.



Furniture Arrangement/Equipment

For an additional fee, The Family Center of Gap will provide set-up of tables and chairs for all rooms according to counts provided by the event organizer. Otherwise, tables and chairs will be provided on racks according to counts provided by the organizer. Other items such as podiums, whiteboards, projector screens, and other meeting equipment are available by room and/or upon request.

Outside audio-visual equipment is allowed in the Multi-Purpose Room with prior approval by an authorized JoAnn Group representative. A qualified 3rd party contractor is available and required for use of the A/V booth upon request. This space is strictly managed by The JoAnn Group to ensure proper use of all audio-visual and stage equipment.

Food and Beverages

Full service catering is allowed where indicated by room. The organization or individual planning the event is solely responsible for its interaction with the selected caterer. The organizer is responsible to arrange site visits with the caterer and to clarify access needs with the caterer in coordination with a Family Center staff member. If a staging area is required by the caterer, the warming kitchen is available for an additional rental fee. The organizer is responsible to make these arrangements.

Organizations and individuals are responsible to dispose of their own trash in dumpsters located in various locations on the perimeter of The Family Center property. Trash cans are to be left completely empty upon leaving. The only exceptions are trash cans located in restrooms and common areas outside of the specific meeting room.

Damages

The organization or individual reserving the space assumes all responsibility for damage to Family Center property and for leaving the premises in the same condition in which it was found. Damage to the facility or equipment will be billed directly to the organization or individual responsible for the room as indicated by the application signature. Any damage is to be reported immediately to a Family Center staff member.

Disclaimers

The Family Center is not responsible for damage to or theft of equipment used or left in a room, including damage to software by computer viruses. The Family Center will notify the organizer of any equipment left behind and will allow 15 days for its retrieval. At that time, the items will be disposed of at the discretion of The Family Center.



Meeting Room Policies

The Family Center reserves the right to revoke permission granted to organizations and individuals for use of meeting rooms on a case-by case basis if they are found to have been previously in violation of any rules, regulations, and guidelines. The same right is reserved for activities that interfere directly with Family Center operations or adversely impact public safety or cause public disturbances.

Organizations which do not fulfill their obligations as enumerated in this policy may be denied future use. A list of these organizations will be maintained and referenced periodically or as deemed necessary. A letter of appeal may be issued to The Family Center of Gap Board of Directors at any time for consideration.

The Family Center of Gap, their employees and agents, and the Board of Directors shall not be liable to any group, organization, or person attending a meeting. Any group, organization and person, jointly and severally, hereby agrees to, and shall indemnify and hold harmless the Family Center of Gap, their employees and agents, and the Board of Directors from any and all claims, suits, damages, losses or injuries which they may sustain, or are alleged to have sustained, while using the meeting room, including, but not limited to, use of a meeting room, kitchen facilities, rest room facilities and means of egress and ingress to the facility and the meeting room.