



GIAC Room Rental Request Form

301 W. Court Str., Ithaca, NY 14850 Phone: (607) 272-3622 Fax: (607) 272-0250

****Alcohol and drugs are prohibited. GIAC is a tobacco-free zone.**

****We DO NOT rent for teen or adult parties.**

Contact Name:		Phone (day)	Address:
Organization Name:		Phone (cell)	City/ST/Zip:
Email:		Do you plan to charge for this event? YES NO	
2nd Contact Name:		Phone (day)	Address:
Organization Name:		Phone (cell)	City/ST/Zip:
Email:			
Rental Dates Being Requested:			
Start Time (Include for set-up):		End Time (Include for break-down & clean-up):	
Tell us more about what type of event you are hosting (Purpose of Event):			
I agree I have read and understand the GIAC Room Rental Policy: YES NO			
Will food be served? (Circle One) YES / NO			

* AVAILABLE ROOMS, SIZES AND PRICES*

Room Name	Room Capacity C/T	Hourly Private Rate	Hourly Non-profit Rate	Check Box For Room	# of Tables (T) (up to 10)	# of Chairs (C) (Up to 50)	
Library	10-12	\$20	\$15				**WI-FI AVAILABLE** WE RECOMMEND THE RENTER COME IN PRIOR TO EVENT TO MAKE SURE DEVICES WORK PROPERLY
Room 211	10-12	\$20	\$15				
Conference Rm #1	20-40	\$30	\$20				
Art Room	40-60	\$40	\$30				
Da Fort	60-85	\$40	\$30				
Teen Lounge	40-60	\$40	\$30				
Gym	140	\$45	\$35				

Signature: _____

Date: _____

If more tables or chairs are needed, you are responsible for ordering any extra. The following places rent tables and chairs:

Corner Store
402 W. Court St.
(607) 273-5233

Taylor Rental
1779 Hanshaw Rd.
(607) 273-1807

Rick's Rental
800 Cascadilla St.
(607) 277-0111

Office use Only:	
Date Approved:	
Total Fee:	
Cash	or Check #

GIAC Room Rental Acknowledgement Statement

Your organization/group/individual hereby assumes full responsibility for any damage caused to the GIAC building, tables and chairs or equipment provided while in use by the below-named organization/group/individual on the date specified. You understand that GIAC is not responsible for anything left in the building by the organization/group/individual. You also understand that GIAC is not responsible for any personal injury or property damage occurring to anyone participating in the event, and the below named organization/group/individual does hereby forever discharge, release, and hold harmless GIAC, Inc., the City of Ithaca and its staff from any possible liability or claims resulting from any personal injuries or property damage suffered by this organization/group/individual, its members, or other participants connected with the use of the building for the rented event.

Your organization/group/individual hereby assumes full responsibility for clean-up (including bathrooms), of any room used. Cleaning supplies will be available for your use. If the building is not in good condition, renter will receive a bill for cleaning services. Additionally, GIAC reserves the right to suspend future usage if misconduct occurs or procedures are not followed. Please prepare to end your event 10 minutes in advance of your scheduled time in order to be out on time, as to not incur any additional fees as listed in the rental policy.

You further understand that the organization/group/individual named on the rental request form is responsible for the full fee for the time reserved, whether or not the room is used for the entire time, unless GIAC is notified of a change or cancellation at least forty-eight (48) hours in advance. You understand that GIAC reserves the right to cancel a reservation in case of an urgent need for facility use by GIAC.

GIAC is a department of the City of Ithaca and must abide by all City policies. GIAC will not discriminate against any individual who wishes to attend or participate in the function/activity for which the organization/group/individual wishes to use a City facility, because of race, age, creed, color, sex, religion, national origin, disability, marital status, sexual orientation, gender identity or veteran status.

Use of the GIAC meeting rooms does not imply endorsement by the GIAC staff or Board of Directors of the viewpoints presented by the renters or their guests.

Print Name

Signature

Date

Name of Organization/Group