

Gwinnett Coalition

Community Room Use Policy

Use of the community rooms are subject to the policies outlined below. Submission of a reservation request indicates agreement to comply with all terms and conditions.

If you have any questions regarding this policy, please email GNC@GwinnettCoalition.org

Purpose & Eligibility

The Ellen Gerstein Conference Room and Suite 300 Community Room are available exclusively for Gwinnett Nonprofit Coalition (GNC) nonprofit member organizations.

The GNC community rooms are available for mission-aligned, community-focused meetings that support nonprofit, civic, and community initiatives. The Gwinnett Coalition reserves the right to deny or revoke room use at its discretion.

Do not use the community rooms for:

- Political purposes, including campaign events, candidate forums, lobbying, or fundraising for political parties or individuals
- Personal or private events such as weddings, anniversaries, birthday parties, baby showers, reunions, or unrelated social gatherings
- Commercial activities including product demonstrations, sales presentations, or paid workshops not directly tied to nonprofit or community work
- Religious services or proselytizing activities
 - *Note: Faith-based nonprofit organizations may use the space for secular community services*
- Organizations whose mission, values, or activities conflict with those of the Gwinnett Coalition

Ethical Standards & Non-Discrimination

All organizations and attendees using the GNC community rooms are expected to uphold the highest standards of ethics, integrity, and respectful conduct.

Use of the space must comply with all applicable federal, state, and local non-discrimination laws. Discrimination based on any legally protected characteristic will not be tolerated.

Violations of these standards may result in immediate termination of the event and forfeiture of future access to Gwinnett Coalition's facilities.

Reservation & Approval

- Submission of a reservation request **does not guarantee approval or availability**
 - All reservations are subject to review and approval by GNC
 - GNC reserves the right to cancel reservations with reasonable notice when necessary
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Capacity & Safety

- Maximum room capacity:
 - 8 people (Ellen Gerstein Conference Room)
 - 20 people (Suite 300 Community Room)
- Alcohol is **not permitted** under any circumstances
- The following items are strictly prohibited:
 - Open flames
 - Smoke machines
 - Fireworks or sparklers
 - Glitter or confetti
 - Hanging lights or fixtures
 - Live animals (excluding service animals)

Conduct & Noise

The GNC community rooms are located within an active workplace environment.

- All meeting activity must remain inside the designated meeting space
 - Noise levels must be kept at a reasonable level
 - Hallways and common areas may not be used for conversations or meeting overflow
 - Activity must not disrupt GNC staff, building tenants, or visitors
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Children

The GNC community rooms are professional meeting environments. **Minor children are not permitted.**

Fees & Eligibility

Nonprofits & Community Organizations

- \$25 for 1 hour, \$50 for 2 hours, \$75 for 4 hours, \$100 for 6 hours
- Hours of availability:
 - Monday 9 AM – 3 PM
 - Tuesday 9 AM – 3 PM
 - Thursday 9 AM – 3 PM
 - Friday 9 AM – 3 PM
- Late cancellations 30 minutes past the reservation time and no-shows are subject to non-refundable fees.
- Additional fees may apply for cleaning or damages
- Your time includes setting and cleaning up. Please plan accordingly.

Note: Hours are subject to change based on [Gwinnett County holidays](#) and staffing.

Business Groups

If you are a large business or for-profit group interested in renting a room, please email gnc@gwinnettcoalition.org.

Reservations and cancellations

- Submitting a request does **not** guarantee approval
- Reservation times includes setting and cleaning up
- GNC reviews all reservation requests. Requestors will receive a reservation confirmation email once approved.
- Please cancel or reschedule at least **2 days in advance** to avoid fees

Repeated no-shows or policy violations may impact future access.

Liability & Damages

Liability Waiver

Use of the GNC Community Room is at the organization's own risk. By reserving the space, the organization agrees to release, indemnify, and hold harmless the Gwinnett Nonprofit Coalition and its representatives from any claims or damages arising from use of the facility.

Damages & Property

- The reserving organization is responsible for any damage incurred during its use
- GNC is not responsible for lost, stolen, or damaged personal property
- Use of the GNC name or logo is prohibited without express written consent
- Use of the space does not imply endorsement by GNC

Failure to comply with these policies may impact future access to Gwinnett Coalition facilities.

Agreement

Use of the GNC Community Rooms requires acknowledgment and acceptance of this Room Use Policy and execution of any required agreements, including credit card authorization for incidentals, damages, or applicable fees.

Signature

Date

Thank you for helping us maintain a clean, professional, and welcoming space for the entire community. We appreciate your partnership.