



GSBDC Girl Scout & Volunteer Resource Center Meeting Room Usage

Girl Scouts of Black Diamond Council • 321 Virginia Street, E. • Charleston, WV 25302
304.345.7722 [p] • 304.345-6427 [f] • E-mail: sandie.burdette@bdgsc.org

Meeting rooms are open for your set-up at 8:45 am and are closed by 4:30 pm Monday through Friday.
(Please contact us to check if a meeting can be held at other times.)

Half-Day or Full-Day rentals available. Discounted rate for Non-Profit Organizations.

Meeting Room Rental Rates:

The Bernard McDonough Small Conference Room: Seats 12 – 20; tables/chairs arranged in various styles (roundtable, classroom, U-shape, etc.). **Rate:** \$50 Half Day/\$100 Full Day **Non-Profit Rate:** \$25 Half Day/\$50 Full Day

The Juliette Gordon Low Large Conference Room/Board Room: Seats 24, formal board style w/ tabletop connections. **Rate:** \$150 Half Day/\$300 Full Day **Non-Profit Rate:** \$75 Half Day/\$150 Full Day

GSBDC Multipurpose Training Room: Seating for 60 Classroom style. Various configurations available. Can accommodate 80. **Rate:** \$200 Half Day/\$350 Full Day **Non-Profit Rate:** \$125 Half Day/\$200 Full Day

Complimentary Services: Wi-Fi access and Teleconference capabilities are available. We also have a kitchen area with full-size appliances available, if needed. Please let us know in advance if any of the following complimentary services and/or items are needed:

- WiFi Access
- Teleconference capability
- DVD Player
- Podium
- Dry Erase Markers/Erasers
- Easels
- Kitchen access

Scheduling a Meeting:

1. Check our Meeting Room Calendar for availability
2. Complete and return the Meeting Reservation Request Form
3. Upon receipt of your completed form, we will send an email confirmation once your request is approved.

Payment: An invoice will be included with your confirmation email. **A \$50 deposit is due for the Juliette Gordon Low Conference Room and the GSBDC Multipurpose Training Room upon receipt of confirmation.** Payment is due in full at least 2 weeks prior to meeting date. If scheduled with less than 2 weeks notice, payment is due in full upon confirmation.

Cancellations: Please send cancellation notices to sandie.burdette@bdgsc.org. Cancellations fees will be administered if notice is not given within 3 business days of scheduled meeting. For cancellations of the Juliette Gordon Low Conference Room and the GSBDC Multipurpose Training Room, your \$50 deposit will be forfeited.

Housekeeping: Please take the following points into account when using our space:

- Be sure to include set-up time before your meeting and clean-up time after your meeting into your reservation.
- Furniture may be moved to suit your needs (with exception of the Juliette Gordon Low board room). Please leave all rooms the way you found them.
- Alcohol is prohibited when minors are present. If your meeting/event will include alcohol, prior authorization must be obtained by contacting Beth Casey, CEO at Beth.Casey@bdgsc.org
- Please ask for instructions on how to use equipment/technology if using it for the first time.
- You are welcome to serve food and beverages during a meeting. Please clean up afterward and be sure to take leftover food items with you. We do have a refrigerator and stove available for use, if needed; just please note that the areas where these items are located are also used by staff members working in our building.
- **Please be mindful that our staff members are working.** Groups are encouraged to keep doors closed during their meetings and traffic in our hallways to a minimum.
- Please also note, that for your safety, as well as our members and employees, our property is under constant video surveillance.