



Room Rental Reservation

SEFAA Center

1705 Commerce Dr. NW, Atlanta GA 30318

Renter Information:

Individual/
Organization Name: _____
Address: _____
City, State Zip: _____
Phone Number: _____
Email Address: _____
Contact Name: _____
Contact : _____
Phone Number: _____
Contact _____
Email Address: _____

Reservation Information:

Date(s):* _____
Arrival Time:** _____
Departure Time:*** _____
Number of
Attendees: _____
Handicap Access
Required: _____
Special Requests: _____
Fee
(SEFAA will provide): _____
SEFAA Contact
(SEFAA will provide): _____

* For recurring events, enter identifying information such as first Thursday of the month.

** The earliest time you need to access the room. Allow time to setup/re-arrange tables and chairs.

*** The latest time you need the room. Allow time for taking down tables and chairs and returning the room to the condition in which you found it.

Accessing the SEFAA Center: SEFAA will arrange to open the space at the specified arrival time and provide instructions on how to enter the building and locate the SEFAA Center. SEFAA will also arrange or provide instructions for closing up at the departure time.

Payment: A \$15 deposit is due at the time of booking and the balance is due one week before the reservation date. Please make checks payable to SEFAA and send to: 125 Parkerwood Way, Alpharetta, GA 30022.

Cancellation: If you cancel within one week of your reservation date, you will forfeit your deposit.



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Rental Rates:

Number of Participants	Member Rate		Non-Member Rate	
	0-8 hrs	Full Day	0-8 hrs	Full Day
0-10	\$8/hr	\$80	\$12	\$120
11-25	\$12/hr	\$120	\$18/hr	\$180
25+	\$20/hr	\$200	\$30/hr	\$300

Amenities at the SEFAA Center:

- SEFAA provides tables and chairs. Please use them as needed, but leave the space as you found it when you leave.
- The light switches are near the glass door to the courtyard. Please turn off the lights when you leave.
- The heat and air conditioning temperature settings are controlled by the Senior Center. Please do not attempt to adjust the settings.
- WiFi is available. The guest access code is: 4566403066
- Please do not leave food in the trashcans or full trashcans. Bagged trash can be left in the hallway near the SEFAA Center main door for the cleaning crew to collect.
- Handicap parking is on the south side of the Senior Services Center building and handicap access is through the courtyard. Please ensure that "handicap access will be required" is noted in your reservation information so that we can ensure that the courtyard gates are open for you.
- Restrooms are located in the hallway to the left as you exit the SEFAA Center main entrance.
- A communal breakroom with a refrigerator, microwave, sink, and recycling bins is available for your use. Exit the SEFAA Center main door, turn left and then enter the first hallway on your left. The breakroom is the first door on the right. Please be respectful of others using the breakroom and leave the space as you found it.
- The shared courtyard can be accessed from the SEFAA Center. The door is kept locked, so prop it open to ensure you can enter and exit easily. Please don't leave the door wide open (to minimize impact on the Center's heating/air conditioning) and make sure the door is closed when you leave the SEFAA Center.

Nearby Restaurants and Stores:

- Northside Dr at Bellemeade
 - Little Azio
 - Rising Roll Gourmet
- Howell Mill Rd
 - Arby's
 - Einstein Brothers Bagels
 - Picadilly Cafeteria
 - Subway
 - La Parrilla Mexican
- Wendy's
- American Deli
- Taco Bell
- Kentucky Fried Chicken
- Starbucks
- Walmart
- Kroger