



Rowan County Tourism Development Authority  
 204 E Innes Street, Ste. 280, Salisbury, NC 28144  
 704-638-3100 [visitrowancountync.com/gatewayrentals](http://visitrowancountync.com/gatewayrentals)

**Paul E. Fisher Gateway Meeting Facility Rental Agreement**

Thank you for considering the use of the Paul E. Fisher Gateway facility for your next meeting. Please read the following guidelines and complete the room rental agreement to secure the meeting room(s) required.

The Paul E. Fisher Gateway Building is owned and operated by the Rowan County Tourism Development Authority. Partner organizations within the Gateway building include the Rowan County Chamber of Commerce, Rowan County Tourism Development Authority, Rowan County Economic Development Counsel, LandTrust of Central North Carolina and Communities in Schools.

Hours of Operation: The Paul E. Fisher Gateway meeting rooms are available M-F from 9:00 am – 4:00 pm.

- No meeting will be scheduled to begin before 8:30 am unless given prior approval by Tourism Authority Staff. **No outside organizations are allowed into the building prior to 8:30 am.**
- Meetings that begin after 4:00 pm Monday – Thursday must conclude by 7:45 pm with all attendees exiting the building and all clean up concluded by 8:00 pm unless given prior approval by Tourism Authority staff.
- **No** meetings will be held in the building with outside organizations between the hours of 4:00 pm on Friday and 8:30 am on Monday unless given prior approval by Tourism Authority staff.
- Requests for meetings after hours or weekends shall be evaluated on a case-by-case basis. Please contact the Rowan County Tourism Development Authority directly for consideration. Additional fees may apply for after-hours meetings.

**Meeting Rooms: The Gateway facility has the following meeting space available:**

Suite 200 A,B or C <b>Rate per Meeting: \$250 Non-Members; \$65 Members</b>	Suite 114 <b>Rate per Meeting: \$150 Non-Members; \$50 Members</b>	Suite 110A <b>Rate per Meeting: \$45 Non-Members; \$35 Members</b>
Seats: 55 AV: Mounted projector & wireless remote meeting set-up Kitchen Facilities Restroom Facilities &Wi-Fi	Seats: 16 AV: 60" Monitor & Wireless remote meetingset-up Restroom Facilities &Wi-Fi	Seats: 12 AV: 55" Monitor & wireless remote meeting set-up Restroom Facilities &Wi-Fi



## Terms & Conditions

The Rowan County Tourism Development Authority staff reserve the right to reserve space as it deems necessary, but will work to accommodate the renting organization's requirements for space as requested.

- Conference rooms are reserved on a first come first served basis.
- Conference rooms must be reserved in advance, but no more than 6 months prior to the meeting.
- Meeting spaces are for business related purposes ONLY.
- *All renters must complete and sign the room rental agreement. Agreement must be completed and submitted prior to the scheduled meeting. No meeting will take place without completed paperwork.*
- **Renter organization is responsible for any damage to the building, carpet, equipment and/or furniture that occurs during the renters scheduled meeting time. Please do not remove tables or tamper with any electronic equipment. The electronic technology in conference rooms is hardwired. Unplugging, moving, or tampering with any of the equipment will cause system failure. Renters will be responsible for payment for any repairs due to damage that occurred during rental. Do not log out or change any of the settings. Please ask front desk staff for assistance.**
- The Paul E. Fisher Gateway Building is a smoke-free facility. Smoking is prohibited in the entire building. Smokers will be directed to the outside of the building 50ft from the front or rear entrance.
- **The Paul E. Fisher Gateway Building is an alcohol-free facility. Alcohol is prohibited in the entire building.**
- Propping open of any exterior doors is expressly prohibited.
- Renters using the projector can either use a flashdrive (USB drive) or may pull documents from their personal email address by using the computer provided in the room to display, or by using one of the virtual meeting apps. We do not allow direct connection to our system.

### The Paul E. Fisher Gateway Meeting Facility Rental Agreement

- Conference room keys can only be used to gain entry to the conference room during your scheduled meeting time.
- Administrative Offices and non-common areas are off-limits. We ask if you need assistance to come to the front desk on the first floor in the lobby entrance, to not disturb other organizations in the building. When conducting meetings, please be respectful to the tenants in the building.

- Please have someone standing at the entrance ways into the building to let members of your group into the building after 4pm to secure entry to the building, set up meeting room, and have a door keeper.
- The Rowan County Tourism Development Authority is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of the facility. Renter agrees to release indemnity and hold the Rowan County Tourism Authority harmless of damages.

**Additional Fees**

- Lost keys will be charged to the renter organization at \$45 per key. The organization will not be able to use Paul E. Fisher Gateway Building Conference rooms until the fee has been paid.
- In the event of a cancellation or no-show (1 hour before scheduled time), all rental fees are non-refundable.
- Rescheduled meetings are subject to 3-month availability.
- Any organization that has three no-shows will be subject to losing the right to use the Paul E. Fisher Gateway building meeting rooms.
- Rental fee must be paid in advance to secure meeting room. Additional fees may apply for after hours meetings.
- Meeting spaces must be left in proper order, unless the "Clean Up option" is purchased. Please remove all trash and place in garbage bins located outside the building, turn off all lights and powerpoint screen and put the room back into order the way that you found it when leaving. The outdoor trash cans along the wall are for recyclables. Trash goes into the bins in the brick enclosure.
- If Rowan County Tourism Development Authority rental policies are not followed or adhered to, the Renter/Organization will be charged a \$50 fee. The organization will have 15 days to pay the fee. The organization will forfeit its ability to use the Paul E. Fisher Gateway rooms until the fee is paid. After 2 nonadherence fees are applied to an organization the organization will be required to pay a \$200 deposit before its next rental.

Renter/Organization Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Date of Rental: \_\_\_\_\_  
 Number of People Attending: \_\_\_\_\_

**By signing this agreement, I have read and understand the terms and conditions and agree to abide by all rules and regulations as defined by the Rowan County Tourism Development Authority.**

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Renter Signature                      Date                      Gateway Staff Signature                      Date

Please check your desired room option(s).

Chamber of Commerce Member	Non-Member
<input type="radio"/> Suite 200 \$65	<input type="radio"/> Suite 200 \$250
<input type="radio"/> Suite 114 \$50	<input type="radio"/> Suite 114 \$150
<input type="radio"/> Suite 110A \$35	<input type="radio"/> Suite 110A \$45

**CLEAN UP OPTION: Suite 200 \$55; Suite 114 \$40; Suite 110A \$30**

This option allows you leave the room without having to gather and remove trash, or rearrange the furniture. Damages to the room are not covered under this option.

Your invoice will reflect your desired checked options.

For Emergencies or Cancellations, Please contact:

Jeff Trantham

welcome@visitrowancountync.com

Visitor Information Specialist | Rowan County Tourism Development Authority

O: 704.638.3100 | 204 E. Innes St. | Salisbury, NC 28144

C: 704-267-0415

## **PAUL E. FISHER GATEWAY BUILDING RENTAL GUIDELINES (CHAMBER OF COMMERCE MEMBERS)**

- Every Chamber of Commerce member that wishes to utilize the Gateway Building shall adhere the guidelines and terms and conditions stated in the Gateway meeting space agreement and arrangements set out by their tier of membership.
- Some Chamber of Commerce members receive complementary room rentals with their membership. Chairman's Club and Trustee members receive 12 rentals per calendar year. Advisor members receive 4 rentals per calendar year. Any additional bookings must be paid for at the member rate.
- All reservations are scheduled on a first come first serve basis. Paul E. Fisher Gateway Partners shall receive priority over chamber members.
- Chamber members will book a meeting room by visiting [GATEWAYBLDG.SKEDDA.COM/BOOKING](http://GATEWAYBLDG.SKEDDA.COM/BOOKING). Paul E. Fisher Gateway Partners cannot book meeting rooms for Chamber members, this can only be done through the Rowan County Tourism Development Authority booking process. The meeting room should be booked electronically through Skedda.
- Any room options must be paid within 10 days of booking. Any cancellation before 10 days will result in a refund, a cancellation within 10 days will result in a credit. Should the room be requested within a week's time (5 days or less) the room option(s) must be paid for at the time of booking. Any cancellations of rooms after paying for room options will result in a forfeit of funds for the organization with the option of a credit to be used on a future booking.
- If any Chamber of Commerce member receiving a free rental is a no-show without calling or emailing to cancel, a charge 30% of the rental cost will be applied to the account due to the loss of meeting space and potential revenue.
- Free rentals do not include clean up. Rentals must either clean up or pay for the clean up option.

## **GATEWAY BUILDING RENTAL GUIDELINES (NON-CHAMBER OF COMMERCE MEMBERS)**

Every renter must adhere to the guidelines as well as terms and conditions stated in the Paul E. Fisher Gateway meeting space agreement. Scheduling of Gateway meeting spaces is carried out on a first come first serve basis. Paul E. Fisher Gateway Partners will always be given priority over renters.

The renter must contact the Rowan County Tourism Development Authority to book a meeting room. Paul E. Fisher Gateway Partners cannot book meeting rooms, but must follow procedure as outlined. The meeting room should be booked electronically by Skedda.

Any room options must be paid within 10 days of booking. Any cancellation before 10 days will result in a refund, a cancellation within 10 days will result in a credit. Should the room be requested within a week's time (5 days or less) the room option(s) must be paid for at the time of booking. Any cancellations of rooms after paying for room options will result in a forfeit of funds for the organization with the option of a credit to be used on a future booking.

If any renter is a no-show without calling or emailing to cancel, cost of space and fees will not be refunded.