



La Vida ATC Reservations

Use of La Vida's Activity and Training Center is secured by requesting the space through 25Live. For non-Gordon groups, please fill out the registration form at: www.gordon.edu/lavida/meetingspace. The room holds up to 100 people and has a full kitchen and 3 bathrooms in the hallway. The goal of this document is to ensure proper use of the room and make sure those groups that follow another group don't have to spend extra time cleaning in preparation for their event. La Vida has priority use of the ATC. In the event of inclement weather, our La Vida programs may need to use the indoor space. If this happens, you will be contacted as soon as possible to find another meeting space. **It is your responsibility to read this document entirely so you are aware of your responsibility of the space.**

Access:

- Reservations must be made a minimum of 1 week in advance and must include a budget number in the comments. Reservations are only approved two weeks in advance if there is no La Vida programming scheduled. Once your reservation is approved in 25Live, Gordon Access Control schedules the doors to be unlocked from the set up and tear down time you note on the reservation. Do not prop doors open.

Cleaning:

- Please follow the checklist to complete all cleaning of the space after your event.

Parking:

- The ATC shares the same parking lot as the Center for Mobility, Balance and Wellness. If your meeting is over 20 people you may need special permission from Gordon Police.

Setup:

- You are responsible for setup and teardown. There are 1 six-foot table, 5 eight-foot tables in the ATC. There are also about 50 chairs. If you require more, contact physical plant and put in a work order. Please return tables and chairs against the wall in the corner nearest the track.

Storage Closet:

- Only La Vida groups will have access to the items stored in the closet.

Furnishings:

- During the winter season, be mindful of not tracking snow and salt in by wiping your shoes or taking shoes off at the front door.
- No cleats in the building and no use of balls or equipment that may damage the floor, walls, furnishings, etc.
- Treat the couches, tables, chairs, etc. with the same care you would at home.
- Due to carpet damage, the couches, armchairs and tables may not be moved to other locations in the room.
- If there is a spill on a couch or chair, clean it up ASAP with proper cleaners found under the sink.
- **The items put behind the grey partition belong to the Center for Balance and Mobility and should not be moved or touched.**

Dishes:

- Groups may use dishes, glasses, pots, utensils, etc.

Carpet:

- If there is a spill, use the carpet stain cleaner to get the stain out before it sets in. Supplies are under the sink.

Heat:

- Heat is controlled by Physical Plant. If you need it adjusted, please call them at 978-867-4302. To turn off the fan push stop on the thermostat.

In case of emergency please call x4444 or 978-867-4444

Thank you for your help with these efforts to keep the space clean and available for others to enjoy!



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Activity and Training Center Usage Checklist: Please sign below once you have completed this list. After your event, our staff will check that these things have been done well.

- Turn off all appliances:** stove, oven, toaster oven, coffee pot, etc.
- Clean:** Groups who do not clean up after themselves may forfeit the opportunity to use the space in the future.
 - Sanitize (use the all-purpose spray and towel from under the sink): Countertops, Tables, Chairs, Microwave, Stovetop
 - Return tables and chairs to the far wall
 - Sweep floor with broom and dust pan next to the refrigerator
 - Mop up any spills with the Swiffer or mop
 - Vacuum carpet
 - Wash & dry dishes and return all cleaned and dried dishes to appointed places
 - Clean out the sink
 - Place dirty towels in the bin under the sink for La Vida staff to wash
- Whiteboard:** If you used the whiteboard, please use the eraser and cleaning spray to wipe it off.
- Garbage:** Empty trash and recycling and insert new liners. Take the garbage to the parking lot dumpster near the track field and recycling to the hallway barrel. Do not leave any food in the trash inside the ATC.
- Food:** Take leftover food and drinks with you and any paper products and utensils you brought in.
- Lights:** Please turn off all lights when you leave.
- Doors:** Make sure all the doors are fully closed behind you. They will automatically lock at the end time you noted on your form.

If anything gets damaged, broken or is not working properly: Please report it to Amber 978-867-4893. Cost of damages will be billed to the department account number you provided on the reservation request form if the damage was from your group.

Name: _____ Signature: _____

Please note any damage OR general feedback for La Vida Staff:

The following fee structure is in place to help cover costs of repairs and replacement items for the ATC (chairs, tables, furnishings, cleaning supplies etc.):

Groups	Non-Gordon for profit	Non-Profits	Gordon College Departments*	Student Life
Less than 25 people	\$40 an hour	\$20 an hour	\$15 an hour	\$10 an hour
Between 26-50 people	\$60 an hour	\$30 an hour	\$25 an hour	\$20 an hour
Between 51-75 people	\$80 an hour	\$40 an hour	\$35 an hour	\$30 an hour
Between 76-100 people	\$100 an hour	\$50 an hour	\$45 an hour	\$40 an hour

[Prices are subject to change]

*Also applies to Gordon College employees using the space for personal use

Capacity:

Maximum capacity with no tables/chairs- 100 people. Maximum capacity with tables/chairs-80 people.

For Office Use Only:

Did the group complete all things on cleaning checklist?

Any damage or things missing to note?

Any food or belongings left behind?

La Vida Staff Signature: _____