



United Way
of the Midlands

United Way of the Midlands

1818 Blanding Street, Columbia, SC 29201

Contact: Pamela Sykes

Tel: 803.771.2002/803.733.5400 Fax: 803.758.8947

PSykes@uway.org

Community Innovation Center Rental Contract

This contract will assist United Way of the Midlands (UWM) in accommodating your meeting request needs. Please read this entire document.

Request Procedure:

- Request a meeting by contacting the UWM's Community Innovation Center Manager, Pamela Sykes, at psykes@uway.org or by calling 803.771.2002. There are no guaranteed bookings, but confirmation of your received request will be provided within 24 hours.

Room Scheduling Policies:

- A facility fee applies to all reservations. Payment may be made by credit card or check.
- UWM strongly recommends unvaccinated guests wear masks. Masks are available in the lobby for any guests that wish to have one.
- Guests with a fever or feeling unwell should not attend in person; however, options may be available for them to join virtually.
- Rooms must be restored in the same condition found prior to the meeting/event. This includes disposing trash, placing all furniture & AV equipment back to their original state. Tables, chair arms, and other high touch surfaces must be sanitized. Sanitizing wipes are provided.
- You will be responsible for testing and confirming successful operational AV settings with the UW event host 48 hours prior to your event. Please ensure that you bring your own device as back-up and be comfortable with the basic functions of our onsite AV system. UWM will not be held responsible for refunding events that have not executed testing.
- Cancellations must be made at least 24 hours prior to the scheduled event to receive a refund. If you have not paid for your reservation, you will be charged the room rental fee for a cancellation charge if you fail to notify UWM.



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Hours & Fees:

UWM's normal business hours are Monday - Friday between the hours of 8 a.m. and 5 p.m. A facility fee of \$35 for UWM partner agencies and \$50 for all other organization applies to all rentals. UWM partner agencies and organizations running United Way campaigns may reserve rooms for no additional charge during normal business hours. All other organizations will be charged the applicable rental rates as outlined on page 4 in addition to the facility fee. These rates also apply to any rental outside of regular business hours. Conference rooms are not available on Sundays or any of the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day.

General Information:

Please advise your guests that UWM has limited parking. UWM is not responsible for vehicles parked on the street. Please show consideration for our neighbors and do not block driveways or park in designated reserved spaces.

- If you have a disability, please call ahead to let us know how we may accommodate your needs.
- Please remind guests to minimize using the lobby for phone calls and extended conversations, as it is important that United Way staff can answer calls and greet other guests at the reception desk.

Food and Beverages

- Food and beverages are allowed in all conference rooms. Your organization is responsible for arranging, paying for, and cleaning up all refreshments and food.
- Events serving alcohol are not permitted without prior written approval from United Way. These events require additional insurance and accountability by the event host.
- Please consider a box style caterer vs buffet serving.



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Additional Charges or Penalties:

- You may incur an additional cleaning fee up to \$250 if the room you are renting is not restored, and sanitized.
- United Way of the Midlands will not assume responsibility for damages to furnishings, equipment or property that occur because of your event. Your organization will pay for damages to furnishings, equipment or property therein caused by the organization’s guests abuse or neglect.
- The use of rooms not previously reserved will result in an appropriate charge.
- United Way of the Midlands is not responsible for lost property

Organization: _____

Organization Host: _____

Telephone Phone: _____ Email: _____

Requested Dates: _____

Prep Time: _____

Start Time: _____

End Time: _____

Breakdown/Cleanup Time: _____

A facility fee applies to all rentals. The facility fee is \$35 for UWM partner agencies and \$50 for all other organizations. Rooms may be scheduled Monday – Friday between 8:00a.m. - 5:00p.m. at no additional cost for partner agencies and organizations running United Way campaigns. All others will follow the fee schedule below.

Room Description	Rate (2hr)	Each Additional Hour
A101: Southeastern Freight Lines Board Room	\$50	\$35
A102: Southeastern Freight Lines Board Room	\$100	\$35
A103: Edward W. Mullins, Jr. Conference Room	\$50	\$35
A104: Dominion Energy Learning Lab	\$50	\$35
A108: Colonial Life Conference Room	\$50	\$35



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	Full Capacity	3ft Distancing	6ft Distancing
A101: Southeastern Freight Lines Board Room	20	10	5
A102: Southeastern Freight Lines Board Room	50	22	11
A103: Edward W. Mullins, Jr. Conference Room	12	8	4
A104: Dominion Energy Learning Lab	16	12	6
A108: Colonial Life Conference Room	12	8	4

Meeting room(s) preference: A101 A102 A103 A104 A108

Method of payment:

Check: \$ _____ (Make payable to United Way of the Midlands)

Credit Card \$ _____

Reserve a room online at uway.org/cic



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COMMUNITY INNOVATION CENTER CHECK OUT FORM

Note: Please ensure this is completed after your event and turned into the CIC Staff

Please Print: _____

Partner Agency/Organization Name: _____

Meeting/Event Name: _____

- Tables Wiped Down & Sanitized
- Chairs Restored to Original Setting & Sanitized
- Trash Removed
- AV Equipment Restored

Notes: _____

Fee charged (if applicable): _____

Partner Agency/Organization Host Signature: _____

CIC Staff Signature: _____