
GREATER LYNCHBURG TRANSIT COMPANY



Central Virginia Transit Management Co., Inc.

MEETING ROOM POLICY (TRANSFER STATION)

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NOTICE: This manual is the master governing document for the departmental policies and procedures (for the department and/or function indicated in the title) of the Greater Lynchburg Transit Company / Central Virginia Transit Management Company, Inc. All employees are responsible for reading and understanding the policies in this document. All policies are subject to change at any time through the issuance of an official company memorandum and/or a new version or revision of this document. Only official notices or memorandums as signed by the General Manager are considered official addendums to this document.

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General Information



Greetings:


The meeting room at the GLTC Transfer Station is primarily for the use of the GLTC Transit System or for programs that promote or enhance transit services, or by the City of Lynchburg for City sponsored events. The following policies do not apply to GLTC events, GLTC-sponsored events or GLTC events held in the meeting room.

When the meeting room is not in use by GLTC, the meeting room is available on a first come, first served basis to groups and organizations as specified in this document. These uses are scheduled by a completed application, accompanied with payment covering the fees when applicable.

Use of GLTC's meeting room does not constitute a GLTC or City of Lynchburg endorsement or approval of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

Any questions regarding this policy should be directed to the Marketing Manager of GLTC.

Thank you for your interest in GLTC, and we hope you enjoy the use of our Facilities!


Josh Baker
GLTC General Manager

1.00 POLICY

The GLTC meeting room is designed to be used for meetings of general informational, educational, cultural, and civic purposes.

Under the following guidelines, the GLTC meeting room is available at times and locations that do not conflict with daily operations of GLTC:

- No fee is charged for those attending the meeting
- No sale of goods or services or the solicitation for future sales or services will be permitted without prior GLTC Administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution. This includes the collection of "free-will" offerings. Public property, such as City of Lynchburg buildings, facilities, parking lots, grounds and other real property, is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.
- GLTC staff may be permitted to observe or monitor a meeting at any time.

Meeting Room Usage Fees and availability guidelines are applied as follows:

- \$20.00 Application Processing Fee per application for use of the GLTC Meeting Room
- The Meeting Room application processing fee can be waived for the following groups:
 - Non-profit groups with proof of non-profit status, City of Lynchburg Departments
- The GLTC meeting room is available to the public during all normal GLTC business hours.

Acceptable usage of GLTC's meeting rooms includes:

- GLTC sponsored activities and programs
- City of Lynchburg Department programs and meetings
- Civic, cultural, educational and informational programs

The GLTC meeting room is not available for the following uses:

- Political campaign purposes
- Weddings and/or showers
- Family reunions
- Individual and private parties
- Banquets
- Dances
- Commercial uses, i.e. where personal or business profits are the chief aim of the meeting

To use the GLTC meeting room a paper or online meeting room application must be completed and the applicant must acknowledge that they understand and will ensure compliance with the Meeting Room Policy is required for all reservations

The following restrictions are applicable:

- GLTC reserves the right to cancel a reservation in the case of an emergency closing. A full refund of any paid fees will be provided.
- Usage of any GLTC facility phone number as a contact phone number for the meeting/event scheduled, including but not limited to written, verbal, or internet, to promote the event is prohibited without prior approval by the GLTC Administration. GLTC will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.
- Any printed or electronic publicity or marketing materials that include GLTC's name and address must include the disclaimer: "This event is not sponsored by the Greater Lynchburg Transit Company."
- Prior to the use of the Meeting room, GLTC Administration reserves the right to review any signage, decorations, or literature to be displayed in the meeting room for compliance with the meeting room policy.
- No signage or decorations may be affixed to the walls, woodwork, ceiling, windows, or furniture using nails, thumbtacks, staples or tape. Usage of any tape or other adhesives that do not remove cleanly or mar finishes are also not permitted.
- Decorating is permitted, but certain types of decorations are prohibited. Restrictions include, but are not limited to:
 - Confetti
 - Burning Candles or incense, any type of open flame
 - All signage, decorations or displays must be removed at the conclusion of the meeting.
 - No decorations may be attached to the drop ceiling panels or grids
 - Attendees may not exceed the posted occupancy load for the meeting room as established by the City of Lynchburg Fire Marshal.
 - Facility users are responsible for checking for posted fire exits and evacuation procedures.

Upon arrival, the applicant must check with the GLTC Customer Service Representative or Supervisor in Charge to gain access to the space and equipment and to ensure that the premises and/or equipment used are in good condition.

Meetings will not generally be scheduled before or after GLTC hours. Group representatives may not enter GLTC buildings, nor will deliveries be accepted, before the regular opening time.

The meeting room must be returned to the condition in which it was found and must be completely vacated prior to the posted closing time, unless prior arrangements have been made with the GLTC Administration.

Upon completion of the meeting the applicant must check with the GLTC Customer Service Representative or Supervisor in Charge to secure the space and equipment used and to ensure that the premises and/or equipment used are in as good a condition at the conclusion of the reservation.

GLTC property stored in the meeting rooms shall not be removed or transferred to other areas.

Applicant placing the reservation request is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the reservation.

GLTC reserves the right to revoke a reservation if the program or gathering is disruptive to GLTC's normal course of business, is in violation of the adopted Rules Governing the Use of the Facility, or in violation of the guidelines set forth in this Meeting Room Policy

Any equipment, furnishings, or belongings left by the applicant or those attending the meeting, shall be removed and placed in GLTC's lost and found. These items will be discarded after 90 days. GLTC is not responsible for any items left on GLTC premises.

There will be no payment or replacement for items lost by the organization or those in attendance. Insurance coverage is not provided.

Food or beverages may be served however beverages must have covered containers.

Absolutely no alcoholic beverages are allowed.

All GLTC facilities are non-smoking, there is to be no smoking anywhere on the premises.

2.00 APPLICATION

The person making the meeting room application shall be ALL of the following:

1. A resident or property-owner of the City of Lynchburg or Madison Heights
2. An authorized representative of the organization holding the meeting
3. In attendance at the requested meeting
4. Held accountable for restoring the room to setup condition and for any damages to the room or to GLTC equipment

A paper or online meeting room application must be completed (www.gltconline.com/meeting-room) and applicant acknowledgement that they understand and will ensure compliance with the Meeting Room Policy is required for all reservations.

1. Application payment is due 72 hours before your meeting unless payment arrangements have been made.
2. If payment is not received the room request is subject to cancellation.
See Meeting Room Usage Fees for details.

Applicant must contact GLTC Transfer Station to cancel a reservation and to have any fees removed.

Applicants may have three active reservations at any given time within the GLTC system.

1. Standing reservations for monthly meetings may be scheduled for a three-month time period, weekly meetings may be scheduled for a one-month time period only.
2. Applicants may reapply for use of the room upon successful completion of any meeting during the initial reservation time block.

3.00 APPROVAL AND EXCEPTION

Reservations are approved on a first come, first served basis.

The GLTC General Manager shall have final authority regarding use of GLTC meeting rooms and/or cancellation or discontinuance of meeting room reservations.

4.00 MEETING ROOM USAGE FEES

The GLTC Transfer Station Meeting room is available with the following rates. These fees are necessary in order to cover costs of operating the facility and maintenance. Fees cannot be waived unless otherwise approved by the General Manager of GLTC.

\$20 – application fee required at time of reservation
\$50 - for the first two (2) hours – (Minimum 2 hours)
\$25 - for each additional hour*

*Groups going over their allotted time will be asked to vacate the room if another party is booked, if not the group may continue use however charges will be incurred for each additional hour or fraction thereof.

Fee payment is due at the conclusion of the room usage and is payable in Cash, Check, or Credit Card. Payment must be rendered to the Customer Service Representative when due. Past due amounts will incur a surcharge of \$50 and an additional 5% interest for each month past due. Any organization with a past due account will be unable to schedule the room for future use until all obligations are satisfied.