**All Guests must comply with all policies and procedures of Baker Business Center LLC. (Hours of Operation – 8:30 AM – 10:30 PM)**

**Fees & Deposit**

**Rental Fee - $40 per hour - (3 hour Minimum)**

To rent Baker Business Center for your event, a **$50 deposit** must be paid to hold the desired date at the time of making reservations. **$25 of deposit goes toward your balance and $25 goes to a staff member to unlock and lock the building.** The total balance is due 1 **week prior to your event.**

**3 Ways to Pay - Cashapp to $BakerBusinessCenter Apple Pay to 336-971-1400**

**Debit/Credit Card ($5 fee)**

1. **Cancellations**. If you need to cancel, please give a week’s notice. **All monies, except for the $50 deposit** will be refunded only if a cancellation notice is received 1 week prior to your event. If less than a week’s notice is given, you will receive ½ of any paid amount **not** including the deposit.

 2. **Set up** /**Clean up**- Please plan your Set- Up and Clean-up time during your allotted time. Make sure you leave the building clean- (**See Cleaning Instructions posted on the Wall**) **Please place your trash in the orange dumpster across from the building**.

3. **Flyers or Advertisement** of your event that carries the Baker Business Center name must be approved by a Baker Business Center staff member.

4. **Personal Property**. Baker Business Center is not responsible for personal belongings. It is the sole responsibility of each person entering the facility to be responsible for all belongings. Under no circumstances will the Baker Business Center take responsibility for any lost, missing or stolen property, personal or otherwise.

5. **Safety**. Parents are completely responsible for the well- being and behavior of their children while on the premises of Baker Business Center.

6. **Parking** – Guest may park in the front of Baker Business Center and in other nearby spaces.

7. **NOT ALLOWED on Premises**: Drugs, Firearms, Profane Language, Fighting, Screaming, Extremely Loud Music, Animals.

**Please Click link Below and Submit Form**

[**https://sbaker152.wufoo.com/forms/q2g83rg0qndj2y/**](https://sbaker152.wufoo.com/forms/q2g83rg0qndj2y/)