

# The Radio Room

## RADIO ROOM & GALLERY SPACE RENTAL RATES & DETAILS

**Radio Room rates for weekday meetings and gatherings (no admission charged):**

	Standard Rate	Non-Profit Group	Member
1/2 Day (1-4hrs)	\$100	\$50	\$50
Full Day	\$150	\$100	\$75
Gallery Space	Available upon request.		

Weekday events conclude by 4:30 pm Monday – Friday

**Radio Room rates for evenings and weekends (no admission charged):**

	Standard Rate	Non-Profit Group	Member
1/2 Day (1-4hrs)	\$175	\$100	\$75
Full Day	\$225	\$175	\$100
Gallery Space	Available upon request.		

Evening and Weekend Events conclude by 10 pm

**Radio Room rental rates for concerts and other events charging admission:**

	Standard Rate	Non-Profit Group	Member
1-4hrs	\$300	\$225	\$225



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## Accommodations

The Radio Room can be used for trainings, meetings, receptions, and performances. This room can comfortably accommodate 40 people in a square-shape or classroom setting, 40 people in a banquet setting, 80 people theater style, or for reception. Maximum occupancy is 80. This room has a stage, Green Room, bar area, and restrooms. There are no kitchen facilities.

The East or West Gallery breakout space is rectangular-shaped and down a short hall from the Radio Room. Each Gallery can accommodate 15-20 for meetings and 35 for receptions. The East Gallery is slightly larger with a kitchenette available for use.

## Reservations and Rentals

Rooms are available for reservation and rental seven days a week, from 8:00 am – 10:00 pm, as staffing and booking arrangements allow. Reservations for rental spaces are made on a first-come, first-serve basis. A signed Rental and Use Agreement and damage deposit is required to confirm your rental reservation. KAFM will arrange for staff to be present during evening/weekend events. If your group has to cancel, we require 24-hour notice. Less than 24-hour cancellation notice will result in forfeiting the deposit.

## Equipment (Tables/Chairs/A&V)

Eight foot banquet tables and upholstered chairs are included. A number of smaller round cocktail-style tables are available. The Radio Room is outfitted with a screen and LCD projector. Use of a hand-held microphone is included. Use of the full audio and sound system requires the services of KAFM's house sound engineer and will be billed separately at \$100/hr.

## Set up/Clean Up

KAFM can provide room set up and/or tear-down to your specifications for a \$100.00 fee. Renters are responsible for cleaning up and removing all of their items and decorations.

## Decorations

Planned decorations are to be discussed in advance and approved by KAFM staff. They must be removed following the event.

## Refreshments

Groups are welcome to bring their own snacks, meals and/or sodas to the Radio Room. Catering and potlucks are also encouraged.

## Alcohol Service

If alcohol is desired during the event, Owner may sell and serve beer and wine upon advance mutual agreement. All proceeds for alcohol sales belong to Owner. No alcohol of any kind may be brought onto the premises by Renter, or any attendee. You must adhere to local, state, and



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federal laws regarding the age of consumption, encourage responsible drinking, etc., and provide KAFM/Grand Valley Public Radio with a certificate of liability insurance stating that we've been added as an "additionally insured" entity on the day of your event. The certificate must be ordered and presented prior to the day of event.

## Guest Etiquette

- 1) Guests are expected to respect signage and barriers that designate "Staff Only" areas of the building.
- 2) Guests do not have access to Studio D sound and video equipment.
- 3) Guests are expected to be courteous and respectful to KAFM Community Radio staff and volunteers at all times.

## Parking

Free parking is available in the adjacent lots to The Radio Room. Overflow parking is available on 13th Street and Colorado Ave., located northwest of the building.

## Other Conditions

**Insurance:** Renter must provide KAFM Community Radio with a certificate of liability insurance, stating that we've been added as an "additionally insured" entity on the day of the event.

**Clean Up/Damage Deposit:** A Damage Deposit of \$100.00 is required for all rentals. A separate check can be issued and will be returned following the event. Guests are required to clean up after their event, and leave the room in the condition it was presented. Failure to do so may result in forfeiting the rental deposit.

**Smoking:** Smoking of any kind is prohibited.

## OTHER SERVICES AVAILABLE

**Audio/Lights Studio D Sound Engineering Services:**  
\$100.00/hr

**Cleaning Fee:** \$100 (if ordered or required)

**Set up / Tear Down for room:** \$100

Underwriting to promote your event is available through KAFM on-air announcements. Please contact KAFM Executive Director Cyrene Jagger at [cyrene@KAFMradio.org](mailto:cyrene@KAFMradio.org).

