

Reservation Booking Guidelines

All reservations must be submitted in writing or in person through our front desk and include current and thorough contact info including first and last name, phone number, email address, mailing address and organization that renter is affiliated with(when applicable).

A credit card must be placed on file at the time of the booking. No charges will be placed on the card unless an outstanding balance remains open at the time of the start of the rental.

All bookings must be accompanied by a 50% deposit.

Short term bookings must be paid for in full before the first night of rental.

Long term bookings are subject to a payment schedule which will be established under the discretion of management. These bookings are also subject to a deposit at time of booking. Deposit amount to be negotiated on a case to case basis.

Any short-term or one time booking cancelled 48 hours to 1 week prior to the rental date will forfeit 50% of their deposit.

Any short-term or one time booking cancelled 1 week or more prior to the rental date will forfeit 20% of their deposit.

All long term bookings are subject to a no cancellation policy. Upon signing a rental agreement with USA, all dates/times are solidified and considered purchased under this agreement.

Notification of non-use of any part of a long term booking is appreciated 4 weeks prior to use. If USA is successful in filling this time, the renter may receive a partial or full refund for this time, which is left up to the discretion of management.

Certain terms of rental apply for long term bookings which are listed in the rental agreement. See contract for specific details.