

Center on Children, Families, and the Law (CCFL) Additional Charges and Fees

To ensure transparency, the following fees may be assessed in addition to room rental charges:

Late Cancellation Fee

Reservation Holders who cancel a reservation less than 24 hours before the scheduled event will be charged the full rental amount, as noted in the Terms and Conditions.

No Show Fee

Failure to arrive for a scheduled event without notifying CCFL in advance will be charged the full rental amount.

Excessive Cleaning or Reset Fee

Events that leave the space in disarray or require professional cleaning will incur a cleaning fee of \$50 per hour, with a minimum charge of \$250.

After Hours Support Staffing

If a Reservation Holder requests on-site support for logistics or technical assistance outside of regular business hours (Monday – Friday, 8 am – 5 pm CT, excluding holidays), staffing is available at \$50 per hour per person, with a 2-hour minimum.

Damaged or Missing Property

The Reservation Holder is responsible for the full replacement or repair cost of any damaged or missing CCFL property.

Unauthorized Use of Space or Equipment

Unapproved use of CCFL equipment or facilities (including the unauthorized moving of furnishings) may result in a \$100 penalty.

Policy Violation Fee

Violations of CCFL's Terms and Conditions - including, but not limited to,

unauthorized media presence, prohibited decorations, or restricted access - may result in a \$100 fee and/or loss of future booking privileges.

Payment Deadlines

All charges are due upon receipt of the invoice. Unpaid balances may result in a loss of booking privileges.



**CENTER ON CHILDREN,
FAMILIES, AND THE LAW**

Center on Children, Families, and the Law

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