

# **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**

Any reservation taking place outside of regular business hours (Monday-Friday, 8 am - 5pm CT, excluding holidays) requires on-site staffing for safety, security, and facility access. Required staffing is billed at \$50 per hour per staff member, with a minimum charge of two hours. Total staffing fees for after-hours reservations will not exceed \$300, unless additional support is requested by the Reservation Holder or deemed necessary by the facility.

## **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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