Space Rental Options at The EDGE

Dated September 2020 (COVID restricted options)

The EDGE has three different spaces for rent

- Main Event Area (open area you see when you walk into the building)
  - Two setups; lecture style and small pod style
  - Lecture style – maximum of 20 attendees
  - Small pods style – maximum of 20 attendees (5 sets of 4 tables or 4 sets with 5 tables)
  - Full audio /visual, speakers, microphones, space to put boxed lunches out for attendees

- Training room
  - Two setups; lecture style and board meeting style
  - Lecture style – 23
  - Board meeting style -18
  - AV available upon request

- Conference room
  - Maximum of 4 people seated at the table; 4 in the corners; full audio visual, video meeting software
  - AV available upon request

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Additional Rental Information

- All events are on an approval basis.

- Limited event management is included in space rental. (Room rental only).

- Parking is limited to 80 spaces.

- Please refrain from parking in UA reserved spaces.

- If your event is after normal business hours, additional planning is required fo gate access.

- The EDGE is a smoke free environment. If you must smoke, you may do so behind the building outside the security gate.

COVID Event Preparation

- Due to COVID 19, rental spaces are limited to 20% capacity for your protection.

- Tables are wiped down with alcohol wipes prior to event.

- Rooms are sanitized with Triad III Disinfectant 30 minutes prior to the event.

- A hand sanitizer station is in the entry to The EDGE for your convenience.

COVID Related Requirements

- Sanitize your hands upon entry.

- Masks are required and must cover your nose and mouth.

- Registration table must be staffed for a hands-free sign in process.

- Guests are required to sign a wavier upon entry.

- All participants are required to provide personal information when registering or provided by the client.

- Front door will remain locked; you must provide someone to allow guests in.

- All handouts must be placed at the participants seats.

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COVID Related Requirements

- It is preferred that all food and beverages must be touch free.

- Meals must be prepared in individual boxes.

- Snacks must be prepackaged.

- If you choose buffet style, you must provide one server and this individual must wear a mask and gloves. They are required to prepare each plate and serve it to the individual.

- A Keurig coffee maker, coffee pods and condiments must be provided by the client for individual servings. A server is required to prepare individual servings.

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Option 1: Main Event Space Lecture Style

Option 2: Main Event Space Pod Style

Option 1: Training Room Boardroom Style

Option 2: Training Room Classroom Style

Conference Room

Pricing Per Day

- Main event space
  - Full day rental $400.00 (4+ hours)
  - Half day rental $200.00

- Training room
  - Full day rental $300.00 (4+ hours)
  - Half day rental $150.00

- Conference room
  - Full day rental $150.00 (4+ hours)
  - Half day rental $75.00

- Weekend events additional $150.00/day

- *Additional fees for technology or other support may apply*

Contact Information

- Andrea Pope
- Email: acpope1@cba.ua.edu   Phone: 205-348-3343
- 2627 10th Avenue, 35401
- edge@culverhouse.ua.edu
- https://edge.culverhouse.ua.edu/
- https://www.facebook.com/BamaEntrepreneurship/
- https://twitter.com/TheEdgeCEI