



JUNIOR LEAGUE
GAINESVILLE-HALL COUNTY

RENTALS COORDINATOR DUTIES:

The Rental Coordinator is responsible for overseeing all short-term event rentals for The League Lodge, a facility owned and operated by the Junior League of Gainesville–Hall County, a nonprofit organization governed by a Board of Directors. This role serves as the primary point of contact for prospective and confirmed renters and manages the marketing, scheduling, contracting, and administrative coordination of event rentals to ensure efficient operations and a positive client experience. The Rental Coordinator reports directly to the President and Facilities Director.

Primary Responsibilities

Marketing & Promotion

- Promote The League Lodge as an event rental venue for short-term events (e.g., meetings, celebrations, community events).
- Market the event space through approved channels such as online listings, social media, email inquiries, and community outreach, in alignment with Junior League branding and policies.
- Respond promptly and professionally to rental inquiries.
- Provide open houses and facility tours as needed to secure event rentals.

Client Relations & Facility Showings

- Manage the League Lodge calendar in conjunction with the Director of League Operations and Facilities Director, including availability, bookings, and holds.
- Prepare, issue, and manage rental contracts in accordance with Junior League policies and Board-approved terms.
- Coordinate collection of required documentation, deposits, fees, and insurance certificates, as applicable.
- Maintain organized records of inquiries, contracts, payments, and correspondence.
- Communicate booking details and special requirements to appropriate Junior League representatives or vendors, as needed.
- Routinely monitor and respond to correspondence sent to rentals@jlghc.org.
- Work with President and Facilities Director to set booking rates and goals.



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Compliance & Coordination

- Ensure all rentals comply with JLGHC policies, nonprofit regulations, and facility use guidelines.
- Work collaboratively with the Board of Directors or designated committee to provide updates on rental activity, revenue, and issues.
- Monitor and manage rental-related expenses within an established budget provided by the Board of Directors, submitting documentation and approvals as required.
- Address and resolve routine rental-related issues in a professional manner, escalating concerns when appropriate.
- Ensure renters know how to access the facility prior to their rental. This can be by an in-person welcome or by giving them the lockbox code for independent entry.
- Routinely monitor security cameras during events when not physically onsite.
- Ensure proper cleaning post-event and report any damages incurred by renter to the facility immediately to the Facilities Director.

Qualifications & Skills

- Experience in event coordination, facility rentals, hospitality, sales, or a related field preferred.
- Strong marketing, communication, and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple inquiries and bookings simultaneously.
- Proficiency with basic office software, email, and scheduling tools.
- Ability to work independently while adhering to organizational policies and Board direction.
- Professional demeanor and strong interpersonal skills.
- Experience with platforms such as Square and JotForm to issue contacts and invoices.

About the Junior League of Gainesville–Hall County

The Junior League of Gainesville–Hall County is a nonprofit organization dedicated to developing the potential of women and improving the community through effective action and leadership. The League Lodge serves as both a community asset and a source of fundraising support for the League's mission.

The Junior League of Gainesville–Hall County is an equal opportunity organization and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity, or any other status protected by law.