



## **Community Conference Room Use Guidelines**

### **Community Conference Room:**

As a way of supporting our mission and vision, Centre Foundation welcomes the use of its Community Conference Room within the guidelines that accompany this policy. First priority in the use of the Conference Room will always be given to Centre Foundation sponsored and co-sponsored programs and to programs held in cooperation with the Foundation. The Conference Room is available at no charge to 501(c)(3) organizations in Centre County, local public agencies, local affiliates of national 501(c)(3) organizations, professional associations and affiliate organizations for activities such as board meetings, staff trainings and community conversations. Private parties, religious services, fundraisers, political activities, sales solicitations, etc., are not permitted. Space is available on a first-come first-served basis. No gambling, games of chance, bingo, casinos or wagering of any kind may be a part of any program, meeting, or event.

### **Hours:**

The Community Conference Room is available during the normal business hours of Centre Foundation (excluding holidays), Monday - Friday, 9:00 a.m. to 5:00 p.m. Meetings must end no later than 5:00 p.m. Requests for use outside of normal business hours will be considered on a case-by-case basis.

### **Scheduling Rules and Guidelines:**

- Requests must be made by qualified organizations that submit in advance for approval and confirmation, a Request for Community Conference Room Use Application. The Primary Contact for the requesting Organization must be at least 18 years of age.
- The person requesting the use of the Community Conference Room will be held responsible for the orderly conduct of the group. Please keep the doors to the Community Conference Room closed during your meeting to reduce the noise to the surrounding offices, as our staff will be working just outside the Community Conference Room during your meeting.
- Refreshments may be brought into the Community Conference Room. Please remember that you are responsible for your own catering. The group serving them will be responsible for any clean up following the meeting. The serving of alcoholic beverages of any type requires special permission to be brought into, served or consumed in the Community Conference Room. Tobacco use of any kind may not be used on Centre Foundation property.
- Organizations are responsible for ensuring that meetings conclude by the time indicated on the Community Conference Room Use Application. Please allow enough time for set up/clean up when making your reservation. The Community Conference Room is not available before the start time of your reservation, and Centre Foundation does not have sufficient lobby space to accommodate your group if you arrive early. Please be advised that Centre Foundation is not able to provide staff to help with room setup or cleanup.

- Organizations who wish to reserve the Community Conference Room for multiple meetings may do so on a space-available basis; but, no organization may have more than six meetings scheduled at any given time, no more than six months in advance and no more than one meeting per month. Any reservation requests outside these guidelines require the express prior permission of Centre Foundation.
- Organizations or individuals using the conference rooms are liable for all damages and expenses, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by Centre Foundation to determine the damage cost charged.
- Organizations using the Community Conference Room shall indemnify, defend and hold harmless Centre Foundation, its Board of Directors, officers, agents and employees from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of the such group or individual and any users, employees, agents, representatives, guests, invitees, resulting in or relating to personal injuries or property damage arising from the Organizations use of the Community Conference Room.
- Centre Foundation is not responsible for personal items or business equipment brought into the building or left in the Community Conference Room throughout the day.
- Centre Foundation reserves the right to refuse the use of the room to any group and may cancel or suspend permission to the use of the Community Conference Room granted to any Organization violating these rules and regulations.

#### **Facility Details:**

- The Community Conference Room can accommodate seating for up to 30 people.
- The Community Conference Room has tables that can be configured as needed by the Organizations, but must be returned to their original positions at the end of the meeting. Centre Foundation is not able to provide staff to help with room setup or cleanup.
- Organizations are responsible for bringing any needed supplies for meetings/events such as: easels and paper, markers, copies, laptops, food, beverages, utensils, plates and cups. Centre Foundation cannot provide secretarial or administrative assistance during your meeting. Any copies needed for your meeting should be brought in as Centre Foundation cannot provide copy services.
- No signs, working papers or posters may be attached to the walls of the Community Conference Room with tape, tacks or other materials. Post-it style flip chart paper may be temporarily adhered to the walls of the Community Conference Room during your meeting.
- Centre Foundation does have guest WIFI that can be made available during your meeting.

*Please be mindful that Foundation staff members work in close proximity to the Community Conference Room. Please try to keep noise levels compatible with a working environment. Please ask your guests to take cell phone calls outside.*

**We appreciate your attention to these guidelines and look forward to hosting you at The Centre Foundation Community Conference Room!**