**Harrison County Community Foundation**

**2020 Conference Room Use Policy and Agreement**

**Amended October 3, 2016**

The HCCF Conference Room may be available to other Harrison County serving non-profit organizations at no charge under the following conditions:

1. The organization accepting responsibility for facility use must be in good standing with the IRS, and must be current with their home state annual reports. (*Staff will check this*.)
2. The HCCF Conference Room may be used for meetings, presentations or staff training sessions but not for on-going client services.
3. **POINT OF CONTACT:** An agency Point of Contact (POC) must agree to this policy and acknowledge the conditions set forth herein. The CEO, a board officer or other contracting authority should sign the Agreement.
4. The HCCF Conference Room may be reserved for one–time or recurring meetings the next calendar year on or after October 1 of the current year. Reservations will be taken on a first come first serve basis. In the event of a scheduling conflict between two organizations requesting the same meeting dates and times, the group that has met consecutively in the recent past will have priority if they have submitted a new signed Agreement prior to October 31st. **HCCF reserves the right to bump a scheduled recurring meeting at any time with one-week notice**.
5. **AMENITIES:** The Conference Room is equipped with a television, video projector, projection screen and other amenities available for your use. Please let us know ***in advance*** what devices you may need and make arrangements ***in advance*** of your meeting for our staff to explain device operations. We cannot promise our staff will have time to help you immediately before your function.
6. During normal business hours, please be mindful this is a busy office facility. **We ask you to limit any noise or interruptions for our staff.** Be sure to bring a sufficient supply of printed materials you may need. \***Our staff cannot make copies or perform other administrative tasks on your behalf.**
7. During business hours, the lobby is NOT to be used by groups for setting up tables or displays without prior approval.
8. The Conference Room Use Agreement must be renewed annually. It is the responsibility of the POC to contact HCCF staff to renew the agreement and to reserve the facility.
9. **PARKING:** Parking in the first 2 spaces on each side of the ramp is reserved for individuals that are handicapped or individuals doing foundation business.



1. **SMOKE-FREE:** The HCCF building is a smoke-free facility. The POC will ensure no one will smoke within the building and the proper receptacles located outside of the main entrance will be used.
2. No alcohol, drugs, fireworks or firearms are permitted on the property.

1. **WALLS:** No nails, thumb-tacks or tape may be used on the walls. HCCF staff will assist users with any material needed to display visual aids along the walls.
2. ![MC900432593[1]]()**AFTER HOURS:** The Conference Room may be utilized after normal HCCF business hours, weekends or holidays. The POC may obtain the building access key for after-hours use. The key must be picked up the day of the scheduled meeting by 4:00pm. For weekends or holidays the key must be picked up by 4:00pm on the last HCCF business day prior to the meeting. The key must be left in the Conference Room after your event.
3. **FACILITY CONDITION:** The POC will be responsible for the condition of the facility after use including returning furniture to its original position, cleaning up any spills and repair of any damages or extraordinary cleaning that may be required whether or not the POC attends such meeting.
4. **CANCELLATION:** The POC will be responsible for contacting the HCCF staff as soon as possible in the event a meeting is cancelled and/or the room is no longer needed for the date/time previously scheduled.
5. **REFRESHMENTS:** Food and refreshments may be brought into the facility. Food may be consumed in the conference room however; **food service or set-up must remain in the kitchen.**
6. **![MC900319598[1]]()TRASH:** All items carried in and any trash generated must be removed immediately upon conclusion of the meeting. A dumpster is located in the parking lot at the south end of the building.
7. **KITCHEN:** Users are welcome to access the kitchen supplies and beverages in the refrigerator. Please wash coffee pots or any utensils used and return them to proper storage. A suggested free-will contribution for any beverages or other items used is encouraged and will help ensure we can continue to provide these items in the future.



1. **CHECKLIST:** A checklist for closing the room and facility will be provided for each meeting and should be considered an attachment to this Policy and Agreement. The checklist must be carefully followed, signed and left on table for HCCF staff. Non-compliance with any items on the checklist may result in loss of conference room use privileges.
2. Exceptions to this policy may be granted by a majority vote of the HCCF Board of Directors. HCCF reserves the right to deny use of the facility for any group or function.
3. Any violations of these conditions may result in the organization being prohibited from using this facility in the future for a period to be determined by the HCCF Board of Directors.
4. This agreement must be signed and received by the HCCF staff before any reservation of the Conference Room will be honored.

 I understand and agree to comply with the above conditions.

**Please complete this form and return the entire document** to Sarah Travis by fax to 812-738-6864 or email at saraht@hccfindiana.org. *(If the meeting is recurring monthly on the same day and same time, simply list the requested day and time and indicate the meeting is recurring.)*

**Organization Purpose of Meeting**

**POC Mailing Address** **City Zip**

**POC Printed Name POC Phone POC Email**

**Requested Date(s)**

**Start Time End Time Estimated Attendance**

**POC Signature Date**

|  |
| --- |
| **Please return conference room furniture to this arrangement** |
|  |  |  |   |   |   |   |   |   |   |   |   |   |   |   |  |  |
| **North Exit** |  |   |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
|  |   |  |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
|  |  |   |  |   |   |   |   |   |   |   |   |   |   |  |   |  |
|  |  |   |  |   |  |  |  |  |  |  |  |  |   |  |   |  |
|  |  |   |  |   |  |  |  |  |  |  |  |  |   |  |   |  |
|  |  |   |  |   |  |   |   |   |   |   |   |  |  |  |   |  |
|  |  |   |  |   |  |   |   |   |   |   |   |  |  |  |   |  |
|  |  |   |  |   |  |  |  |  |  |  |  |  |   |  |  | **Lobby** |
|  |  |   |  |   |  |  |  |  |  |  |  |  |   |  |  |
|  |  |   |  |   |   |   |   |   |   |   |   |   |   |  |   |  |
|  |  |   |  |  |  |  |  |  |  |  |  |  |  |  |   |  |
|  |  |   |   |   |  |   |   |   |   |   |   |  |   |   |   |  |  |
|  |   | **Storage** |   |  | **Kitchen** |  |  |   | **Mechanical Room** |   |  |

***HCCF Staff Only***

***Received by: Date: Time:***