

Harrison County Community Foundation

2023 Conference Room Use Policy and Agreement

Amended June 10, 2021

The Harrison County Community Foundation (HCCF) has re-opened the conference room following a closure period due to COVID-19. Outside groups utilizing the conference room assume any risk or liability related to the possible spread of COVID-19. The HCCF, HCCF Supporting Organization or HCCF Real Estate Supporting Organization are not responsible or liable for monitoring behaviors, including masks and social distancing related to COVID-19. The availability of the HCCF conference room is subject to change at any time depending on current health conditions, including the possibility of closing at any time.

All outside groups are responsible to follow local health department guidelines and any Center for Disease Control (CDC) recommendations regarding face coverings, social distancing or other health related guidelines.

1. The HCCF Conference Room may be available for use to other Harrison County serving non-profit organizations at no charge for meetings, presentations or staff training sessions.
2. Foundation-related activities take precedence over use by any outside group. Due to social distancing guidelines, the foundation will need the conference room more often than in past years. Unforeseen circumstances may require a group to be rescheduled to accommodate a foundation activity. Groups will receive advance notice if this occurs.
3. 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.)*
4. The Organization's CEO or board officer **AND** a Point of Contact (POC) must agree to this policy and acknowledge the conditions set forth herein. **The CEO or board officer and POC must sign the Agreement.**
5. **Maximum Capacity:** Outside groups are expected to follow local health department guidelines and CDC guidelines regarding social distancing in indoor venues. These guidelines for maximum capacity are subject to change depending on local health conditions.

As of June 2021, the local health department deemed maximum capacity of the conference room to be 40 individuals with 6-foot social distancing. This is subject to change as health conditions change. For questions regarding room capacity at the time of your meeting contact HCCF staff.

6. **Room Reservations:** The HCCF Conference Room may be reserved for one-time or recurring meetings. Reservations will be taken on a first come first serve basis. The HCCF 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.
 - a. **One-time Meetings:** Reservations for one-time meetings are accepted throughout the year.
 - b. **Recurring Meetings:** Reservations for recurring meetings are accepted for the next calendar year on or after October 15 of the current year. 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 submitted a new signed Agreement prior to November 15.

7. **After-hours Reservations:** The conference room may be utilized outside of normal HCCF business hours, including weekends or holidays. For after-hours meetings, the POC must pick up the key to the building by 4pm on the day of the scheduled meeting. For weekends or holidays the key must be picked up by 4pm on the last HCCF business day prior to the meeting. The key must be left in the Conference Room after your event.
8. **Reservation Cancellation:** The POC is responsible to notify staff as soon as possible should a meeting be cancelled or the room is no longer needed for the scheduled time. Failure to do so may prevent your organization from future use.
9. **Audio-Visual:** The conference room is equipped with a tv, projector, and projection screen as well as other amenities available for use. Please let us know *in advance* of any devices you may need and make plans *in advance of* your meeting for staff to explain device operations. We cannot promise staff will have time to help you immediately before your function.
10. **Technology:** Groups must supply their own laptop. Internet access is available by choosing **HCCF Public**. The password is written on the white board in the conference room.
11. 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.
12. During regular business hours of 8:30am to 4:30pm, the lobby is NOT to be used by groups for setting up tables or displays.
13. **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.
14. **Smoke-Free Environment:** The Foundation maintains a smoke free environment; therefore, in accordance with state law, smoking is prohibited inside the facility or within eight (8) feet of the building entrances.
15. No alcohol, drugs, fireworks or firearms are permitted on the property.
16. **Walls:** No nails, thumb-tacks or tape may be used on the walls.
17. **Refreshments:** Food and drinks 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.** Use of open flames and lit candles are not allowed.
18. **Facility Condition:** The CEO or Board Officer will be responsible for the condition of the facility after use and for the repair of any damages or extraordinary cleaning that may be required that is caused by the group, whether or not the CEO or Board Officer attends such meeting.
19. **Cleaning:** Tables must be wiped down with disinfectant cleaner and any spills be cleaned up. Cleaning supplies are located under the sink and inside the closet in the kitchen. Alert HCCF staff of

any spills or possible stains. Setup, clean-up and returning furniture to its original arrangement are the responsibility of the agency POC.

20. **Trash:** All items carried in and any trash generated including food trash, must be removed immediately upon conclusion of the meeting. Our dumpster is located in the parking lot at the south end of the building.
21. **Kitchen:** Groups are welcome to access the kitchen supplies and drinks in the refrigerator. Groups must wash coffee pot or any utensils used and return them to proper storage. A suggested free-will contribution for any drinks or other items used is encouraged to help ensure we can continue to provide these items in the future.
22. **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 near the lobby for HCCF staff. Non-compliance with any items on the checklist may result in loss of conference room use privileges.
23. 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.
24. 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.
25. This agreement must be signed and received by the HCCF staff before any reservation of the Conference Room will be honored.
26. HCCF is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the conference room.

🍏 I understand and agree to comply with the above conditions.

**Please complete this form and return the entire document by fax at 812-738-6864 or via email at saraht@hccfindiana.org.*

Name of Organization: _____

Organization CEO or Board Officer: _____

Point of Contact (POC): _____

POC Phone#: _____ POC Email: _____

POC Mailing Address: _____

City, State: _____ Zip: _____

Purpose of Meeting: _____

Requested Date(s): _____ Requested Times: _____

Estimated Attendance: _____ Is this a recurring meeting? ___ Yes ___ No

Start time (including set up): _____ End time (including clean up): _____

Equipment needed: Projector Whiteboard Television Microphone Easel

Signatures:

By signing this Conference Room Use Policy and Agreement, I acknowledge the contagious and evolving nature of COVID-19 and voluntarily assume the risk that I may be exposed to virus and become affected as a result. I understand the risk of becoming infected may impact members of the group, guests, and attendee’s families or personal contacts.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any expense, liability, illness, injury, disability or death related to contracting the virus while attending an event hosted at HCCF. I hereby release, covenant not to sue, discharge, and hold harmless HCCF from all claims of any kind arising out of COVID-19. I understand and agree that release of liability includes any claims towards the HCCF, its affiliates, officers, and employees, whether a COVID-19 infection occurrence exists before, during, or after attendance and participation at an event on Foundation property.

The CEO or board officer and POC must sign the Agreement.

Organization CEO or Board Officer Printed Name: _____

Signature: _____ **Date:** _____

Point of Contact Printed Name: _____

Signature: _____ **Date:** _____

HCCF Staff Only

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

Amended: June 19, 2008
Amended: December 9, 2009
Amended May 3, 2011
Amended August 18, 2011
Amended September 19, 2012
Amended October 3, 2016
Amended June 10, 2021