

Harrison County Community Foundation
Conference Room Use Policies and Agreement
Proposed changes: Amended October 7, 2024

The Harrison County Community Foundation (HCCF) Conference Room may be utilized by Harrison County serving nonprofit organizations (outside groups) at no charge under the following conditions. Outside groups are expected to abide by the following policies and procedures for using the conference room.

1. Harrison County serving 501(c) nonprofit organizations must be in good standing with the IRS and are current with their home state annual reports which will be verified by HCCF.
2. Nonprofit organizations requesting to use the conference room must ensure the nonprofit organization's activities will not violate HCCF non-discrimination policies or violate HCCF's 501(c)(3) status.
3. The HCCF conference room may be used for nonprofit board and committee meetings, presentations, staff training, or workshops.
4. The HCCF conference room is not to be used for events, fundraising, to promote for profit services, client services (either one-time or ongoing), church/worship services or bible study, exercise groups, training a client, or counseling sessions.
5. HCCF reserves the right to refuse any reservation request for the conference room to any entity for any reason.
6. HCCF meetings and activities take precedence over use by any outside group. HCCF meetings may be added to the calendar throughout the year which would necessitate outside groups finding an alternative meeting space. When possible, advance notice will be given to outside groups to make other arrangements.
7. 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.**
8. **Room Reservations:** The HCCF conference room may be reserved one-time or for recurring meetings. Reservations will be taken on a first come first serve basis. The HCCF Conference Room Use Policy Agreement must be renewed annually. It is the responsibility of the POC to contact HCCF staff to renew the agreement to reserve the facility each year.
 - 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 during the fourth quarter 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 would have priority if they submitted a new signed agreement prior to November 15.
9. **Youth/Children's Groups:** Any youth or children's groups (4H, Boy/Girl Scouts, Big Brothers Big Sisters, etc.) must be always supervised by responsible adults.
10. **Room set up and resetting the room:** Outside groups may move tables and chairs for the purpose of their meeting. Before moving tables, ensure each leg of the table is unlocked. Please handle the tables and chairs with care to ensure longevity. Outside groups must reset the furniture as shown on the back of the checklist and on the posted picture in the conference room.

11. **Before/After-hours Reservations:** The conference room may be utilized outside of normal HCCF business hours, including weeknights, weekends, or holidays.

For after-hours meetings, the POC or organization representative must pick up the key to the building by 4 pm on the day of the scheduled meeting.

For before-hours meetings, the POC or organization representative must pick up the key to the building by 4 pm the day before the meeting.

For weekends or holidays, the POC or organization representative must pick up the key to the building by 4 pm on the last HCCF business day prior to the meeting.

12. **Key(s):** The key will allow entrance to the North side of the conference room near the patio area. There are no alarms you will need to turn off. Once inside, you may open the main entrance double sliding doors to allow guests to enter. Approach the interior double sliding door and turn the tumbler lock to unlock the sliding doors. There is a rocker switch located to the left of the doors high on the wall. Flip it to turn on the automatic door opener. These same steps are done for the next set of exterior double sliding doors.

If you are provided with two keys, the other key allows entrance to the closet in the conference room to be able to obtain the podium, extra chairs, sound system, and easels.

After the meeting, lock up is done in reverse order. Flip the rocker switch to the off position. Close the exterior double sliding doors and turn the tumbler lock to lock the doors. Gently try to pull the doors apart to ensure they are locked. These same steps are done for the interior double sliding doors. The key must be left in the conference room on the table closest to the lobby door. Do not lock the conference room double doors heading into the lobby from the conference room. Exit the building through the door on the North side of the conference room.

13. **Emergency Contact:** In the event of a facility or otherwise emergency before, during, or after the meeting, please contact Dakota Benavidez (812) 972-4166 or Julie Moorman (502) 724-4580.

14. **Reservation Cancellation:** The POC or organization representative is responsible for notifying HCCF 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 the organization from future use.

15. **Audio-Visual:** The conference room is equipped with a television, dry erase whiteboards, video projector, and projection screen, and Wi-Fi. Other amenities such as a podium, easels, and a sound system with microphone are available for use. Please let HCCF know **in advance** of any items needed and make plans **before** the scheduled meeting for HCCF staff to explain device instructions. HCCF cannot promise staff will have time to explain before the meeting.

16. **Technology:** Groups must supply their own laptop. Wi-Fi Internet access is available by choosing **HCCF Guest**. The password is written on the whiteboard in the conference room. HCCF staff does not provide IT support for outside meetings. Schedule a time to make sure your laptop connects correctly before the meeting.

17. Outside groups POC, CEO or Board Officer is expected to ensure attendees are not utilizing Wi-Fi internet access for “inappropriate” or “malicious” activities. This list is for illustrative purposes only and is not an exhaustive list.

- In any manner that violates any federal, state, international, or local law or regulation;
- In a manner that materially interferes with our activities or overall business or harms any of our donors, visitors, employees, affiliates, agents, officers, or directors;
- To disparage, denigrate, insult, or otherwise make pejorative statements about the Company and/or any of its affiliates, directors, officers, employees, partners, brand, products, or service;

- To transmit any content or information that is offensive, lewd, pornographic, defamatory, libelous, harassing, tortious, abusive, illegal, prejudice, discriminatory, or otherwise inappropriate or objectionable;
- To transmit any marketing, advertising or promotional materials, including without limitation any "spam," "junk mail," or other deceptive or unsolicited bulk or commercial email;
- To harm, or attempt to harm, minors in any way;
- To transmit any content, data, or material that contains viruses, spyware, spiders, robots, worms, Trojan horses, logic bombs, or any other type of malicious or deleterious programs;
- To collect, or attempt to collect, personal information about users or other third parties without their prior knowledge and affirmative consent; or
- In any manner that promotes any illegal activity (such as driving under the influence, illegal drug use, violence, child abuse, or underage drinking).

18. During normal business hours, 8:30 am to 4:30 pm, please be mindful this is a busy office facility. **Limit any noise or interruptions of the HCCF staff.** The lobby is NOT to be used by groups for setting up tables or displays.

19. Be sure to bring a sufficient supply of printed materials needed. HCCF staff cannot make copies or perform other administrative tasks for outside groups.

20. **Parking:** There are thirty-four (34) parking spaces for outside groups in addition to spaces to accommodate HCCF staff and visitors. The first two (2) spaces on each side of the entrance ramp are reserved for handicapped individuals or individuals doing foundation business. If extra parking is needed, the nonprofit organization is responsible for arranging another parking lot or providing a shuttle service.

21. **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.

22. No alcohol, illegal drugs, fireworks, or other illegal substances are permitted on HCCF property.

23. **Firearms:** HCCF understands and respects an individual's right to bear arms but prohibits firearms or ammunition in the HCCF building.

In accordance with Indiana State law, firearms are only permitted on HCCF property if (i) the individual is legally authorized to possess and transport firearm(s) and (ii) the firearm(s) and any ammunition is locked in the trunk of the individual's vehicle, kept in the glove compartment of the individual's locked vehicle, or stored out of plain sight in the individual's locked vehicle. Individuals are prohibited from removing firearms or ammunition from their vehicle or having them in plain sight on HCCF property.

Law enforcement officers operating in their official role are allowed to bring firearms into the HCCF building.

24. **Pets:** Only service animals trained to do work or perform tasks for people with disabilities are allowed in the HCCF building.

25. **Walls:** No nails, staples, thumbtacks, or tape may be used on the walls. Under no circumstances can paper be attached to the painted drywall surfaces and written on with any form of writing instrument. Large easel pads and stands are available if requested in advance of the meeting. Any damage to the walls or other surfaces could result in billing charges.

26. **Refreshments:** Food and drinks may be brought into the facility, but all food service and/or set-up must remain in the kitchen area to help prevent spills and stains. Food may be consumed in the conference

room with respect to the carpeted area. Outside groups must provide their own paper products for serving. Use of open flames and lit candles are not allowed.

27. **Facility Condition:** The CEO, Board Officer, and POC 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 caused by the group, whether the CEO or Board Officer attends such meeting. In the event of extraordinary cleaning, this charge could be billed to the nonprofit organization.
28. **Cleaning:** Tables must be wiped down with disinfectant cleaner and any spills cleaned up. Cleaning supplies are inside the kitchen's double-door closet. Alert HCCF staff of any spills or damage. Setup, clean-up and returning furniture to its original arrangement are the responsibility of the agency POC or organization representative.
29. **Trash:** All items carried in, and any trash generated, including food and restroom trash, must be removed immediately after the meeting. The dumpster is in the parking lot at the south end of the building toward town.
30. **Restrooms:** There are two restrooms in the lobby for outside groups. Outside groups are expected to make sure both restrooms are tidy before they leave, that bathroom trash is taken out of each bathroom, and new trash bags are put in the trash receptacles. Also ensure there is no running water and lights are off in the restrooms to include the light in the men's restroom closet.
31. **Kitchen:** Outside groups are welcome to access the kitchen supplies, equipment, drinks in the refrigerator, and ice. A larger trash receptacle may be utilized and is in the double door closet. Groups must wash the coffee pot(s) and utensils used then return them to the proper storage. A suggested free-will contribution for any drinks or other supplies used is encouraged to help ensure we can continue to provide these items in the future.
32. **Seating:** For small to medium-sized groups set up in a conference style with tables as they are, the room will seat thirty-four (34) people. If a theater row seating arrangement is preferred, sixty-five (65) people may be accommodated. Access to extra chairs will need to be requested prior to the meeting.
33. **Checklist:** A checklist for the room and closing facility is 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 a table near the lobby for HCCF staff. Non-compliance with any items on the checklist may result in the loss of conference room use privileges.
34. **Health and Wellness:** All outside groups are expected to follow local health department and Center for Disease Control (CDC) guidelines regarding face coverings, social distancing, or other health related issues in indoor venues. These guidelines for maximum capacity are subject to change depending on local health conditions. Outside groups utilizing the conference room assume any risk or liability related to the possible spread of COVID-19 or any other communicable diseases.
35. Exceptions to any items of the Conference Room Use Policy and Agreement 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.
36. 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.
37. This agreement must be signed and received by the HCCF staff before any meeting reservations of the Conference Room can be confirmed. HCCF staff will notify the nonprofit organization with a confirmation email of the dates and times requested.

38. Outside groups utilizing the HCCF conference room for meetings may publicize the location of their meetings at the HCCF office, but this does not imply, nor should it be promoted to the community that the meeting is hosted by or sponsored by HCCF.
39. **Indemnification and Hold Harmless:** The undersigned organization shall hold harmless, defend and indemnify HCCF, HCCF SO, HCCF RESO, and their employees, officers, directors, volunteers and agents (collectively, the "Released Parties") from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to the organization's use of the HCCF facility and grounds, including the Conference Room, sidewalks, curbs, and parking lot, or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Released Parties.

***Please complete this form and return the entire document** via email to dakotab@hccfindiana.org or by fax at 812-738-6864, or dropping off at HCCF, 1523 Foundation Way NE, Corydon, Indiana 47112. There is a drop box by our front doors if outside our normal business hours of 8:30 am to 4:30 pm.

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 Time(s): _____

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

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

Equipment needed: ☐ Projector ☐ Television ☐ Microphone ☐ Easel ☐ Podium ☐ Extra chairs

Signatures:

By signing this Conference Room Use Policy and Agreement, I understand and agree to comply with the above policies and conditions.

The CEO or Board Officer and POC must sign the Agreement (two signatures are required).

Organization CEO or Board Officer Printed Name: _____

Signature: _____ Date: _____

Point of Contact (POC) Printed Name: _____

Signature: _____ Date: _____

HCCF Staff Only

Received by: _____ Date: _____ Time: _____