Community Room Usage Agreement

Introduction

Greater Grand Island Community Foundation (GGICF) is pleased to make our Community Room available free of charge to nonprofit organizations for meetings, retreats, and training. Suggested donations for all other organizations is $100/ half day or $150/ full day. Please note the following when requesting the use of the room. The following information will help your meeting run smoothly.

- The following activities are prohibited:
  - Political events
  - Religious events
  - Charging for meetings (charging for the cost of a meal is allowed)
- Use of our facility is at the sole discretion of GGICF.
- Room setup and takedown are the user's responsibility, so please allow ample time. Leave the meeting space in the condition you found it.
- Please be considerate of others and keep noise to a minimum.
- If media coverage is expected at the event or you plan to refer to the Greater Grand Island Community Foundation in any printed materials, contact GGICF at (308) 381-7767 to receive prior approval.
- A representative from your group must check in with the front desk upon arrival. If arrival is after hours, please confirm with the GGICF administrator beforehand.
- Should you need to cancel your reservation, please cancel at least two business days in advance.

Policies, Procedures, and Liability Waiver

Your organization's on-site contact is responsible for ensuring all your attendees know, understand, and follow the policies and procedures set forth below. Consequences of failure to comply may result in the denial of future use of the GGICF's Community Room.

- Approval of this agreement entitles your group to use GGICF's Community Room Facilities: kitchenette, restrooms, and parking. The Foundation does not extend the use of its printers, copier, fax machines, or any other business equipment.
- Do not open the emergency exit doors unless it is an emergency.
- You may use the conferencing equipment in the Community Room; however, you must have your own conference calling account (e.g., Zoom).
- Do not sit on tables or stand on chairs. Be cautious about moving tables/chairs near walls to avoid scuffs and damage. Chairs and tables fold for storage.
- Do not stick anything on the televisions. If you move the televisions, please do so very carefully and try not to put your hands on the screens.
- Only use painters' tape or sticky notes on the walls.
- Glitter and other hard-to-clean-up materials are not allowed.
- Do not modify permanent fixtures in the room including removing whiteboard trays.
- Please bring your own supplies, including coffee and plates. The refrigerator, sink, and coffee maker are free for you to use, but the contents of the refrigerator and drawers are property of the GGICF.

- **Community Room cleanup:**
    - Return the Community Room to the configuration in which you found it, clean up all materials and refreshments, wipe down tables and sink area. Do not leave any extra items.
    - Please take out the trash if it contains perishable food. The garbage bin is located at the back of the building. Extra garbage bags are under the sink.

The following are prohibited on GGICF property (building and parking lot):

- Political activity
- Consumption of alcohol
- Smoking or vaping of tobacco or cannabis
- Recreational drugs
- Firearms (except for law enforcement) Weapons <3 ½" blade.
- Harassment of any sort
- Violence
- Greater Grand Island Community Foundation is not responsible for lost or stolen items.

Policies and procedures of the Greater Grand Island Community Foundation shall be strictly adhered to by you and all attendees. By signing this agreement, you agree to abide by the above policies and procedures. You agree to pay any costs incurred for damages resulting from non-compliance with this agreement, including any fees for damage caused by attendees.

Limitation of Liability

Your organization acknowledges and agrees that in no event shall Greater Grand Island Community Foundation, its affiliates, or any of its employees, staff, agents, volunteers, representatives, and board of directors be liable to your organization or any attendee for any claim for damages, liabilities, whether such damages are direct, indirect, special incidental, or consequential damages, or loss of any nature, including, but not limited to, damages or liabilities resulting from delay, loss of profits, injury to a person which may arise in connection with your use of the meeting space or any services provided by us or otherwise pertaining to this agreement, even if Greater Grand Island Community Foundation has been notified of the possibility or likelihood of such damages occurring.

By signing below, you hereby agree to the terms of this Community Room Usage Agreement on behalf of your organization. You hereby represent and warrant that you are authorized to bind your organization listed below to this Agreement. Thank you for choosing our Community Room. We may modify this Terms of Use Agreement without notice to Users at any time and at our sole discretion. Your continued use of the Community Room constitutes your acceptance of these modified terms.

Title of Event: **Date and Time of Event:**

Nature/Description of Event:

_____ _____
Printed Name of Responsible Party Date

_____ _____
Signature of Responsible Party GGICF Sponsor Signature

Limited onsite parking is available. You are free to use any available parking at GGICF or in the Walgreens parking lot. Please do not park at Island Auto Sales east of GGICF.