

**Section: Facility Use Policy – Obici Foundation Building**

**Recommended by: Governance Committee**

**Approved by: Board of Directors, May 2, 2012**

**Origination date: March 2010**

**Reviews: May 5, 2010; April 23, 2012**

**Revisions: April 23, 2012**

**Purpose:**

To define policies and guidelines for use by other persons or groups of Obici Healthcare Foundation board and conference rooms, located at 106 West Finney Street, Suffolk, VA.

**Oversight:**

Executive Director/Executive Assistant

**Policies:**

This Facility Use Policy is established by the Obici Healthcare Foundation (referred to as the Foundation) under general authority granted by the Board of Directors. This policy governs the use of meeting space areas of the building owned by the Foundation.

There shall be no direct charge for use of space.

Purpose of use must be nondiscriminatory.

Only non-discriminatory non-profit organizations, with mission related to the Obici Healthcare Foundation mission, are permitted to use the board and conference room. Such use must not interfere with Foundation functions, operations and business.

**GUIDELINES for Use of Facilities**

These guidelines shall apply to all groups and individuals who have requested use of the Foundation facilities.

**Scope of and Restrictions on Use:**

Groups are generally limited to one reservation per month and the scheduling of reservations should occur no earlier than three (3) months in advance of the use. Events must be conducted in approved areas only. Use of the building is available between 9:00 a.m. and 5:00 p.m. Monday – Friday. It is also available at other hours and on weekends but security approved by the Foundation is required, unless an employee of the Foundation is present. The Foundation will make arrangements for needed security personnel at the users' costs (minimum of 2 hours).

**Solicitation**

Solicitation on Foundation property is strictly prohibited.

**Applications for Usage:**

Potential users must submit a Facility Use Permit Application, available on our website, [www.obicihcf.org](http://www.obicihcf.org).

**Submittal of Form:**

Application forms should be submitted electronically at least two weeks in advance of the first day needed.

**Notification:**

Applicants will be notified electronically within one week as to whether the room may be used on the dates requested.

**Cancellation of Permission Due to Foundation Closure:**

In the event the Foundation is declared closed due to inclement weather or other reasons, any permission to use the facility is automatically withdrawn during the closure period. In such an event, the Foundation shall not provide notice of cancellation; applicants shall be solely responsible for notifying event participants.

It is the responsibility of the applicant to confirm availability in the event of inclement weather.

**Logistics and Maintenance:**

- 1) Food and/or beverages may be served and consumed only if approval is granted in advance of the event.
- 2) Food and beverages are not permitted in the downstairs area of the building and must be confined to the 2nd floor meeting rooms and kitchen areas.
- 3) Catering is to be provided only by vendors approved by the Foundation. The Foundation will provide names and menus from approved caterers.
- 4) Protective mats provided for tables must be used.
- 5) Windows may not be opened at any time.
- 6) Use of disposable serving products is required.
- 7) A cleaning fee may be imposed for weekend use.
- 8) Thermostats are to be maintained at 72 degrees.
- 9) Individuals or groups holding or attending meetings or events are responsible for using appropriate available public parking unless they have checked in advance with the Foundation to use some of the Foundation's parking spaces.

**Prohibitions:**

- 1) There shall be no alcoholic beverages served on, consumed on or brought onto Foundation property.
- 2) There shall be no illegal activities on Foundation property.
- 3) The use of tobacco and tobacco products, or the appearance of use, is strictly prohibited in the building and on the grounds.

**Security:**

(Stated in Scope and Restrictions on Use)

The Foundation property is under electronic surveillance.

**Set Up and Clean Up:**

The user may use furniture, such as tables, chairs and dry erase boards that are owned by the Foundation and located in the approved meeting rooms. Tables in the board room and conference room may not be moved. After use of the room, the user shall be responsible for returning the meeting room to its original condition and configuration, including placing trash in proper receptacles.

**Electronic and Audio Visual Equipment:**

Users must use their own laptop/notebook to access the wall monitor audio-visual system. Pre-event training on Foundation equipment must be scheduled by the user.

**Signs:**

No signs, emblems, banners, pennants, paper (other than Post It brand easel tablet pages affixed to walls during presentations) or other objects, may be affixed to any interior or exterior surfaces, steps, walls or light fixtures. NO TAPE MAY BE USED on walls. Approved self-standing directional signs may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting.

**Liability:**

Any group using the Foundation building shall:

- 1) Be required to release the Foundation from any liability for damages caused to the user or its property during the time of use,
- 2) Hold the Foundation harmless from any liability to anyone for injury caused by any persons or groups attending the event.
- 3) Be liable to the Foundation for any damages to the property caused by the group or by any person attending the group's events, whether or not damage is the result of negligence, intentional acts or accident.
- 4) No subletting to other organizations is permitted.