



## CONFERENCE ROOM USAGE AGREEMENT AND GUIDELINES

### USAGE

YVCF's conference room and office spaces are available for use by non-profits and community groups for informational, educational, and cultural meetings and programs or social gatherings when not needed for YVCF purposes. Use of YVCF meeting rooms does not imply endorsement by YVCF staff or Board of Directors of the viewpoints presented by the members or their guests.

### CONFERENCE ROOM

- Capacity: max 24
- Equipment Available
  - In-room AV system (televisions and microphone/speakers)
  - Owl
  - Wireless internet (login provided day of meeting)
- *Please note - audio visual and computer technology is **self-service**; we do not provide support. If you would like to use the in-room system, please arrange a time to visit at least one day in advance to test the system and confirm compatibility with your own equipment.*

### HOURS OF USAGE

- 8:00 am – 5:00 pm, Monday – Friday

### KITCHEN AMENITIES

- Refrigerator/freezer
- Keurig coffee maker
- Microwave, oven, stovetop
- Dishwasher
- Limited plates, glasses and silverware

### CATERING

- Deliveries of boxed lunches or similar should come through the main entrance (front door).
- On-site caterers must provide a **Certificate of Insurance** prior to working in the kitchen; please contact our office to coordinate catering.

### RESERVATION REQUESTS

- To make our room available to more non-profits, the room may be requested **twice a quarter**.
- Groups or individuals may request the meeting room up to **three months prior** to the meeting.
- Groups or individuals must complete the **Conference Room Request Form** and consent to the **Conference Room Usage Agreement and Guidelines**.
- The **Agreement** must be on file with YVCF at least one week prior to scheduled meeting date.
- Availability and reservations will be confirmed or denied within 5 business days of the request.
- The individual who signs this agreement must be at least 21 years of age.

### CANCELLATIONS

- Cancellations must be received at least 24 hours prior to scheduled meeting.

## GUIDELINES

- The onsite contact is responsible for conduct of the group and protection of YVCF property in connection with the meeting.
- Please enter through the **front door** facing Oak Street.
- When outside of the meeting room, please be respectful of noise levels as staff are working in the building.
- Please use the **upstairs** restroom and kitchen as needed; if there is a line for the restroom, you may use the downstairs restroom.
- Attachments to meeting room walls, ceilings or floors are prohibited (except for post-it paper). YVCF materials and equipment shall be treated with care; any excess damage may be billed for reimbursement of repairs.
- No groups may charge or solicit an admission-type fee for any event or program held in meeting rooms.
- Spaces in the YVCF facility are not to be used for sales or marketing of goods or services or for religious or political purposes.
- All meetings must be vacated by reservation end time. **Please include time for clean-up in your request.**
- No custodial services are provided in connection with the use of the meeting rooms. You are responsible for event clean-up (see Departure section below).
- If you would like to serve alcohol for an event, you will need to arrange for a permit through the City of Steamboat Springs.
- Firearms, explosives or other weapons are NOT permitted on the premises of the YVCF facility, except by law enforcement.
- There is no smoking in the YVCF facility and in those areas adjacent to YVCF.
- All members of the group are expected to abide by the YVCF guidelines.

## DEPARTURE

- Meeting room
  - Wipe down conference room table (cleaning supplies provided in kitchen)
  - Vacuum if necessary. Wireless vacuum located in staff kitchen on 1<sup>st</sup> floor.
  - Return tables and chairs to how you found them
  - Lower blinds
  - Turn off AV equipment
  - Turn off lights
- Kitchen
  - Wipe down all kitchen countertops (if used; cleaning supplies provided in kitchen)
  - Load and start dishwasher
  - Please take any leftover food/perishables with you
  - Turn off lights
- Trash
  - Remove and bag all trash (including bathroom) and put in rolling trash and recycling bins inside trash enclosure behind building.

**Failure to follow guidelines may result in loss of future meeting and office space privileges.**