



## 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, programs, and social gatherings when not needed for YVCF purposes. Use of YVCF's conference room does not imply endorsement by YVCF staff or Board of Directors of the viewpoints presented by the organization's members or guests.

### CONFERENCE ROOM DETAILS

- Maximum Capacity: 24
- Equipment Available
  - In-room AV system (televisions, video, and microphone/speakers)
  - Owl
  - Wireless internet
- AED located on the upper floor of the Yampa Valley Community Foundation

*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.*

*Additionally, we recommend that you have all meeting details and login information for any necessary meeting software (i.e. Teams, Zoom) readily available. Often, it's easier to run a meeting from the room's computer.*

### HOURS OF USAGE

- Monday through Friday, 8:30 am – 4:30 pm
- Use of the room outside of regular business hours is available upon request. Evening users must provide a **Certificate of Insurance** prior to the event (see [Certificate of Insurance](#) below).

### KITCHEN AMENITIES

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

### CERTIFICATE OF INSURANCE

- If you are using the building after hours (8:30am-4:30pm), hiring an on-site caterer, and/or serving alcohol, you will need to provide a valid COI that includes the following:
  - YVCF named as Additional Insured on the GL coverage
  - Inclusion of a "host liquor liability" provision (if applicable)

### CATERING

- Deliveries of boxed lunches or similar should come through the main entrance (front door).
- On-site caterers must provide a valid **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**, and we do not allow recurring meetings. We will consider requests beyond 2x/quarter if the room is not booked, and the request is made within one week of the meeting.
- 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** (found [here](#) on our website).
- The individual who signs this agreement must be at least 21 years of age.
- Availability and reservations will be confirmed or denied within 5 business days of the request.
- Cancellations must be received at least 24 hours prior to the 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 the conference room.
- 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](#) below).
- 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 areas adjacent to YVCF.
- All members of the group are expected to abide by these guidelines.

## DEPARTURE

- Meeting room
  - Wipe down conference room tables
  - Vacuum if necessary (wireless vacuum located in staff kitchen on 1<sup>st</sup> floor)
  - Return tables and chairs to how you found them
  - Turn off AV equipment
  - Turn off lights
- Kitchen
  - Wipe down all kitchen countertops if used
  - 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 located behind the building.

\*\*Failure to follow guidelines may result in loss of privileges

**For after-hours use, please ensure that all lights in the building are turned off before leaving the premises!**