

FutureHeights

CONFERENCE ROOM USE POLICY

I. *Introduction and Purpose of Policy*

FutureHeights envisions Cleveland Heights and University Heights as national examples of communities that are equitable, sustainable, and inclusive; culturally rich and diverse, with thriving local businesses, attractive neighborhoods, and a deeply engaged citizenry. In keeping with this vision, FutureHeights provides a Conference Room for neighborhood and community groups to gather and hold meetings.

II. *Scheduling of Conference Room*

a. **General Use.** Any person, group or organization based in Cleveland Heights or University Heights may use the Conference Room for cultural, educational and information purposes pursuant to the requirements of this Policy (“Users”). Private social functions or functions which require a fee to attend are not permitted in the Conference Room.

b. **Availability.**

- i. Scheduling of Users shall be accepted on a first come-first served basis, with FutureHeights business and FutureHeights sponsored events having priority.
- ii. FutureHeights may ask Users to reschedule meetings in the event FutureHeights Board needs to schedule a special meeting or other FutureHeights event.
- iii. Meetings and events will not be scheduled more than one (1) year in advance but must be scheduled not later than one (1) week before the event.
- iv. FutureHeights staff is responsible for scheduling use of the Conference Room. The program and meeting schedule will be posted and updated regularly.
- v. No group may use the Conference Room more than four (4) times every month.
- vi. The Conference Room is available during FutureHeights business hours. Groups may contact FutureHeights to schedule an evening event and will be accommodated if staff are available to allow access to the building.
- vii. There is no charge for use of the Conference Room.

c. **Process.**

- i. Any person 18 years or older having authority within their group may schedule use of the Conference Room. FutureHeights will accept a temporary hold by phone or email to FutureHeights using info@futureheights.org. In all cases, the Conference Room Policy Agreement must be signed and returned to FutureHeights one (1) week prior to the meeting or event.
- ii. FutureHeights will confirm the reservation via email or phone. Users should not assume that the reservation is scheduled upon submission of a request.
- iii. If a User needs to cancel a reservation, a 24-hour notice must be sent via email or via phone to FutureHeights staff. After thirty (30) minutes a group may forfeit its reservation if it fails to appear as scheduled. Groups may not transfer their reservation to another group.

III. *Rules Regarding Use of Conference Room*

a. **Smoking and Fire.** No smoking, candles, matches for any other use of fire shall be permitted in the Conference Room.

b. **Use by Persons under the Age of 18.** Users of the Conference Room must be under adequate supervision by adults 18 years of age or older. An adult must be listed on the agreement who will oversee the group, as well as being financially responsible for any damage that may occur. This listed adult must be on site during the reserved meeting time. There must be one (1) adult supervisor to every five (5) minors.

c. **Food and Beverages.** Users of the Conference Room may provide light refreshments and may request permission to use the kitchen. It is the responsibility of the User to observe health codes when serving refreshments.

d. **Disruption Prohibited.** Users making excessive noise that disrupts normal FutureHeights or PEACE Campus functions may be asked to leave and will be prohibited from future use of the Conference Room.

e. **Equipment Requests.** Requests for a laptop, webcam, projector, or other equipment owned by FutureHeights must be made at the time of scheduling. FutureHeights does not guarantee the availability of any equipment. The Conference Room is equipped with a screen, dry erase board/markers, easel paper, and table/chairs.

f. **Clean Up.** It is the User's responsibility to leave the Conference Room in the condition (including furniture arrangement) in which they found it. The User must remove leftover food, containers, beverages, and all other personal or group-owned items. Remove trash. Failure to clean up may result in forfeiting the privilege of using the Conference Room in the future or may require a fifty (\$50) deposit due when returning the signed agreement. Users must clean up within their scheduled end time to accommodate incoming groups.

- g. **Occupancy.** Users shall permit no more persons than twenty (20) unless permission is granted by FutureHeights.
- h. **Use of Walls and Other Surfaces.** No decorations or other materials may be attached or affixed to the walls unless approved by FutureHeights.
- i. **Social Gatherings.** The Conference Room may not be used for social gatherings such as showers, birthday parties, dances, etc.
- j. **Political Use.** The Conference Room may not be used for political rallies or campaigns for specific partisan political uses or candidates. Forums are permitted.
- k. **No Profit Making or Commercial Use; No Fundraising.** The Conference Room shall not be used by any individual, group or organization that is profit-making, commercial or entrepreneurial in nature. No attempts to fundraise, to solicit business, to sell or exchange goods, or services will be permitted. The exceptions to this rule:
1. Events in which the proceeds are donated to FutureHeights. The Executive Director must approve all events.
 2. The sale of items by User as a part of or in conjunction with FutureHeights programming.
 3. Sales or exchanges of goods by non-profit or non-commercial organizations if such sales or exchanges take place solely within the Conference Room and other tenants or staff are not solicited. Delivery of direct, hands-on healthcare services is prohibited.

IV. *FutureHeights Disclaimer*

- a. **No Endorsement.** Use of the Conference Room does not constitute FutureHeights endorsement of any User's policies, beliefs, or mission by any staff or Board members.
- b. **Right to Cancel or Prohibit Use.** If necessary, FutureHeights reserves the right to cancel or prohibit groups and organizations from the use of the Conference Room, including but not limited to inclement weather or other unexpected building closures. FutureHeights will use its best efforts to notify the Users if FutureHeights intends to cancel the use of the Conference Room. In the event of inclement weather or other area emergencies, please contact FutureHeights before the meeting or event to confirm that the building is open. FutureHeights reserves the right to prohibit groups and organizations from use of the Conference Room who continue to violate the Conference Room Use Policy.