

General Use Room Rental Regulations

1. The use of meeting rooms will not conflict with normal CFNCF operations or with CFNCF sponsored meetings, programs or activities. Organizations will keep noise levels consistent with the proper atmosphere of the Community Foundation at all times.
2. Attendees agree to not use other office work areas, staff computers, staff phones or the other areas of the building. Use is limited to the room rented and common and public areas such as the restrooms.
3. No items brought in for use during the meeting shall be left overnight. This includes any foods and/or refreshments stored in the kitchen.
4. Meeting rooms and, if utilized, the kitchen, must be left in a neat, clean and orderly condition. If the rooms are not left in a neat, clean and orderly condition the deposit will be kept; and all future use of CFNCF room space will be cancelled or denied.
5. The Community Foundation is a tobacco-free facility. Smoking and other use of tobacco is not allowed anywhere on the CFNCF premises, whether inside or outside.
6. Federal or state statutes, laws and local ordinances must be observed. No gambling of any type is allowed.
7. Organizations are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the Community Foundation staff immediately. Organizations will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
8. The Community Foundation is not responsible for items belonging to the organization or the organization's guests that are lost, stolen or damaged during the rental room period. The organization and organization's guests release CFNCF from any and all liability for loss or damages to such property.
9. The organization is, and hereby acknowledges that is, liable for the actions and behavior of the organization's guests during the rental period, and at any other time such guest is on or around the rental space as a result of the organization's use of the rental space. CFNCF will not be responsible for the safety of the organization's guests. THE ORGANIZATION AGREES TO INDEMNIFY AND HOLD HARMLESS CFNCF FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF THE ORGANIZATION AND THE ORGANIZATION'S GUESTS DURING THEIR RENTAL PERIOD.