

## AWS Foundation Meeting Room Policy

AWS's Foundation building is an inclusive and accessible space for our community. The public-use meeting rooms serve as a community resource for groups to come together and meet, without barriers for anyone. We are pleased that you would like to use our facility. To maintain the facility's beautiful nature and make it available to as many groups as possible, the AWSF Board of Directors has established the following guidelines:

1. **General Information.** Permission to use the AWSF community room is not an endorsement of the user by AWS Foundation. Publicity for a meeting that is not sponsored or co-sponsored by AWSF must not be worded in a manner which states or implies AWS Foundation sponsorship. Organizations may use the street address of AWSF as the meeting location in publicity materials. A line stating "...held at AWS Foundation" is allowed on printed materials. However, the name, address, or telephone number of AWSF must not be used as the official address, headquarters of the organization, and contact for the event.

AWSF's logo must not be used in publicity materials unless it is a partnered event and approved by AWSF staff.

2. **Priority for Use of Community Rooms.** AWS Foundation meetings have the highest priority for community room use. Other organizations may use community rooms when available, and the activities of the organizations do not conflict with other activities planned by AWSF. The use of rooms will be prioritized for local non-profits or government agencies. Private parties, religious services, sales solicitations, etc. are not permitted. In addition, the grounds of AWSF cannot be used for events where the primary purpose is fundraising (i.e., car washes, rummage sales, galas, silent auctions, gambling events, etc.). AWS Foundation reserves the right to deny community room use to any organization based on the priorities of AWSF and reserves the right to amend this policy as it sees fit. In the case of multiple requests on the same day, priority will be given to those organizations whose mission aligns to that of AWS Foundation.

3. **Availability of Community Rooms.** The community rooms are available to local nonprofit organizations without charge. Meetings must not incur costs and liability to AWS Foundation (i.e., long-distance phone charges, etc.). **NOTE:** If a meeting begins before 7:30 a.m. or after 5 p.m., you may be given a code and instructions on entering/leaving the building. Please contact **Callie Scipio at [cscipio@awsfoundation.org](mailto:cscipio@awsfoundation.org)** if you have any questions about this policy or the use of community rooms.

Reservations for the community rooms are made with the following guidelines:

- The community room is available on a first-come, first-served basis.
- Reservations made less than one month before meeting date may not be accepted.
- Reservations must be made with the AWSF Office Coordinator or his/her designee.

Room cancellation is required no less than five working days before the meeting date. Failure to notify the Office Coordinator or his/her designee may prevent the organization from future use. AWSF reserves the right to withdraw its offer of community room usage should an internal need supersede it.

The community room is beyond ADA accessible, with wide doorways, varied seating for different needs, and access to a sensory room and fidget items. Accessible restrooms are available, as well as a family restroom including an adult-sized changing table.

4. **Parking.** AWS Foundation has ample parking, including the needs of accessible vans. In addition, the canopy over the entrance is tall enough to facilitate drop-off from most vehicles, including a bus.

5. **Specific Guidelines on the Use of the Meeting Rooms.**

- a. AWSF will not provide faxing or secretarial services. Copying may be available with prior permission.
- b. No alcoholic beverages may be served in the facility unless served by a licensed server/caterer.
- c. The building and grounds of AWSF are designated as smoke-free and tobacco free environments.
- d. Tables and chairs in the community room may be moved but need to be returned to original positions. *Subject to change due to COVID-19 guidelines.*
- e. Dispose of all trash items in trash containers provided in your meeting room. (AWS Foundation cleaning crew will empty trash containers in the evening.)
- f. After all events, the community room and furniture must be left in found condition. The following items must be clean and free of any items that were brought in for the meeting:
  - i. Tables
  - ii. Chairs
  - iii. Counter tops
  - iv. Sink
  - v. Refrigerator
  - vi. Floor
- g. The following items are not permitted in AWSF rooms or on the property:
  - i. Scotch tape on the walls or doors (“wall saver” tape is allowed).
  - ii. Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers, and live animals. **Service animals are permitted.**
- h. Decorations can only be added with the permission of AWSF designate.
- i. Organizations will be billed for any damages caused to the facility, grounds or equipment, or any missing items from the meeting room or sensory room.
- j. Deliveries for events must be made only on the day of the event and a member of the organization hosting the meeting must be present to accept the delivery – AWSF staff will NOT accept any deliveries for the meeting. Organizations are held responsible for any vendors they employ for an event.
- k. Noise and activity levels should be controlled and not interfere with AWSF business operations. (Doors to your meeting room need to be closed before the start of your meeting.)
- l. Meeting attendees should remain in the meeting space. For security reasons, attendees should not walk through AWSF office space.
- m. Children must always be under the care and supervision of adults.
- n. AWS Foundation recycles, so please follow the recycling guidelines by the bins.

Following the use of the large meeting room (Dart Room), the organization must return the room to its original state and complete the "Final Inspection Check List", which will be reviewed by the Office Coordinator or his/her designee after the meeting has ended.

Failure to do so may prevent the organization from future use.

## **6. Available Items for Use in the Dart Room**

COVID-19 Capacity: 20

- Refrigerator
- 20 chairs
- 20 tables (6' x 2')
- Projector & Screen
- Wireless network connection
- Telephone (local or toll-free calls only)
- Podium
- Computer compatible with an integrated system for projection and surround sound.

Following the use of the board room (Grandin Room), the organization must return the room to its original state and complete the "Final Inspection Check List", which will be reviewed by the Office Coordinator or his/her designee after the meeting has ended.

Failure to do so may prevent the organization from future use.

## **7. Available Items for Use in the Dart Room**

COVID-19 Capacity: 6

- a. Refrigerator
- b. 18 chairs
- c. 1 large table
- d. Projector & Screen
- e. Wireless network connection
- f. Telephone (local or toll-free calls only)
- g. Podium
- h. Laptop compatible for projection
- i. Conference Call capability

The sensory room is available to those using the meeting room. one person at a time due to COVID - 19 guidelines. one adult or caregiver per person is allowed. Those using the room are expected to leave it as it was before use. This room is also reviewed by the Office Coordinator or his/her designee after the meeting has ended.

April 1, 2021