

## **Access II Community Room Operating and Usage Policies**

Thank you for your interest in the Community Room. Access II staff will be happy to assist you to help make your event a success. Please read the following policies regarding the use of this facility and observe the rules carefully.

All guests for a Community Room event are to use the entrance located on the Southeast side of the building. Access II will provide you with a key card for the reader to appropriate door. In addition to the main meeting room, the Community Room makes available use of the catering kitchen and patio. Under no circumstances will guests be allowed to use any other portion of the building.

**Reservations:** Reservations for use of the Community Room shall be made on a first-come, first-served basis. Reservations may be made up to twelve months in advance. Requests for reservations of the Community Room must be made through the Access II Independent Living Center office at 101 Industrial Parkway, Gallatin MO 64640. Reservation information is also available by telephone at 660-663-2423. Reservations are not valid until a completed agreement is submitted and damage deposit of \$500 is received by Access II. A non-refundable user fee will also be paid in advance for the use of the facility. Access II reserves the right to waive the fees for certain functions, i.e. community meetings, luncheons, etc.

**Damage Deposit Fee:** The initial deposit is a damage deposit and is refundable within two weeks after the activity only if the facility is left in acceptable condition and any equipment is left undamaged or if the reservation is cancelled 30 days prior to the activity. The User is responsible for any damage to the facility or equipment during the event and may be charged an additional fee for repair, replacement, or major cleaning.

**Commercial Use:** Users who will be selling products or services or having a corporate event or training or utilizing the community room, and the available classrooms will be charged a rental fee of \$1,000 per day. This fee is payable at the same time the damage deposit fee is paid.

**Celebrations:** Users who will host a wedding, reception or party will be charged \$50 per hour up to a maximum of \$500 per day. If you are planning to decorate the day prior to the event and clean up the day after the event, the fee will be \$1,500. This will give access to the Community Room from noon the day prior until noon the day after the scheduled event.

Hours Available: Normal use of the Community Room shall be between the hours of 8:00 A.M. and 12:00 Midnight.

Smoking/Vaping: Smoking/vaping is not permitted in the Community Room or in any Access II Building. The patio is designated as an outdoor smoking/vaping area. However, the User will be charged for clean-up (\$250) if smoking/vaping items are not disposed of properly.

Alcoholic Beverages: No alcoholic beverages are allowed in the community room or on Access II 's premises without consent of Access II and obtaining of the proper required city/state documents and purchasing your own event insurance and providing documentation of the insurance two (2) business days prior to your event

Capacity: The Community Room has a seating capacity, with tables, for approximately 128 persons.

Security: Cameras are placed throughout the facility for security purposes. Users are required to provide their own security if they feel it is necessary. Access II reserves the right to require security at any and all functions.

Parking; Parking is available in the gravel parking lot. No parking is allowed in the grass areas.

Catering Provisions: Use of the Community Room includes use of the catering kitchen. Access II does not provide plates, utensils, or preparation materials. The User is responsible for the preparation and clean-up of the kitchen.

Community Room Equipment: The Access II provides the following list of equipment at no cost. The User is responsible for returning the space back to the original set-up if changes have been made.

Quantity Description

128	White Folding Chairs
16	White Round Tables
1	Microphone

Open Access: Access II reserves the right to open access at all times to all spaces occupied by the User.

Liability: The User is responsible for any damage or breakage to any portion of the Community Room and agrees to repair/replace in full any damage done to the facility. The user also agrees to hold harmless Access II in any way for accident or injury which may occur to a person(s) on the premises during the event. Access II is not liable or responsible for any personal property used in or left in the Community Room.

Sign and Decoration Placement: Positively no chemicals, paints, toxic materials, tape, glue, tacky substance, nails, tacks or other materials are to be used on the walls, tables, floors, glass, or support posts in the Community Room. No fog machines are allowed at any time.

Sublease Prohibited: The User shall not assign or sublet the space covered by this agreement without the written consent of Access II.

User's Responsibilities: The User or his designee must be present during the preparation (facility decorating and catering set-up) and clean-up times. Facility clean-up and removal of User's personal properties are the responsibility of the User. The facility must be cleaned and all personal properties must be removed from the facility at the end of the event because the facility may be rented for the next day. The User is responsible for sweeping, mopping all floors, including restrooms, cleaning kitchen counters, and cleaning tables. Floors should be free of debris, food, and scuff marks after use. The User is also responsible for removing any and all trash from receptacles in the Community Room and restrooms. Pets are not allowed under any circumstances. Service animals permitted. **Failure to clean facilities will forfeit your deposit.**

The User is responsible for pick up and return of the Community Room Key Card. Access II Staff will set the pick-up time for the key. Users should assure all doors are locked upon exit and the key can be left on the Community Room countertop.

ADA Compliance: The User warrants that it is in compliance with the Americans with Disabilities Act, and that it will, in carrying out the requirements of this agreement comply in all respects with provisions of the Act and its implementing regulations.

Access to Building: Access II Staff will control access to the building before and after all events. In case of emergency or locked doors, please call the Access II Director at 660-663-2423 extension 225.

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User Signature

Date

\$500 Deposit Received    Date \_\_\_\_\_

\$\_\_\_\_\_ Total Rental Paid    Date \_\_\_\_\_

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Access II Staff Signature

Date