Mary Black Foundation
Conference Center and Plaza Policies

It is the user's responsibility to read and understand these policies.

Use of Conference Center and Plaza:

A. Organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and governmental entities will be granted permission to use the Mary Black Foundation (MBF or the Foundation) Conference Center rooms or the Plaza (collectively, the "Facilities") **on a first-come, first-served basis, provided they have completed the application process and had their reservation confirmed by the Foundation.** Regardless of any conflicting provisions, the Foundation reserves the right to decline, accept, or impose conditions on applications for facility use.

B. For-profit businesses or individuals conducting business may not use the Facilities.

C. The Facilities may not be used for the following: any religious worship, religious celebratory services, or any other religious activities; partisan political campaigns or activities; promotion of specific candidates for political office; personal social activities; and/or fundraising events.

D. Users of the Facilities may charge for registration or materials used in the program or allow membership fees to be collected. Money may not be collected for any other purpose. The sale of services or goods on site is prohibited unless approved in advance by the Foundation.

E. Users of the Facilities may not use the Foundation as a mailing address. Publicity announcing the meetings must state, "This program is sponsored by [name of user organization]." The Foundation will not take registrations for non-Foundation sponsored or co-sponsored events.

F. The Foundation reserves the right to move a meeting from a reserved room to another suitable location within the Foundation if needed.

G. The Foundation expects Facility users to conduct themselves respectfully and professionally.

H. Users may only utilize the conference center spaces or rooms they have reserved, and for which they have received confirmation from an MBF representative.

☐ I acknowledge and agree to comply with the policies outlined above regarding the use of the Mary Black Foundation Facilities.

Parking:

I. The Foundation's office building is a multi-tenant building with limited adjacent parking. Therefore, please notify the attendees that they **MUST** use the parking lot located on Kennedy Street between The Piedmont Club and the Episcopal Church of the Advent. **Failure to adhere to this policy may inhibit your ability to use this space in the future.** Please see the parking map under Parking and Directions for the spaces designated in red.

☐ I understand and acknowledge the parking restrictions in place for users of MBF's Facilities.

Equipment:

J. The **Assembly Room** is the only meeting room with dedicated technology. It is equipped with wireless internet access, a Windows PC, audio-visual (AV) equipment and accessories, a wireless presentation clicker, and an instruction notebook. The Windows PC has Word, Excel, and PowerPoint version 2016. Additionally, a **USB port is available for copying files from your USB Drive to the PC.** Meeting Room 1A has one TV with 3 HDMI ports and one USB port. A HDMI cable is attached to the TV to connect a laptop. The room also has access to wireless internet.

K. Facility users may bring their own equipment; however, **MBF staff do not provide technical support for personal devices.** If facility users want IT support for their meeting, it must be scheduled in advance. The Foundation provides a HDMI connection, but users are responsible for ensuring their equipment is compatible and functional. It is strongly recommended that users schedule a time before their meeting to test the AV equipment. For optimal performance, users should store materials on their own USB drive prior to the meeting rather than relying on the HDMI port. If HDMI is necessary, instructions are available in the instruction notebook.

L. AV accessories and an instruction notebook for operating equipment are on the table beneath the center TV. Please return them to their original place after the meeting.

M. Facility users are responsible for damage, loss, or theft of AV equipment. If any of the equipment is missing or broken after your event, a replacement fee may be assessed.

N. Only dry-erase markers may be used on whiteboards in the Facilities. Users will be charged a replacement fee for any damage resulting from the use of other writing materials.

☐ I acknowledge the available equipment and accept responsibility for its proper use.

Food & Drink:

O. Food and non-alcoholic beverages may be served. A Keurig coffee maker and K-cups are available. Sugar and stirrers are available. There are also 10-15 mugs available, but users should bring their own cups if more are needed. Users must provide creamer. About 10 plastic tumblers are available, but users should bring their own cups if more are needed. There is a sink for water, but users are responsible for bringing ice and other drinks if desired.

☐ I understand alcohol is not permitted to be served.

Care of the Facilities:

P. **Facility users, not Foundation staff, are responsible for the setup of meeting rooms.** Additional rectangular tables, chairs, and a limited number of round tables are available. Please notify Foundation staff if you need access to the storage room for extra tables and chairs prior to your meeting or event. Do not remove tables or chairs from rooms you have not reserved.

Q. Facility users must remove all meeting materials and leave the facility clean. No materials or equipment may be stored in the facility before or between meetings without prior approval.

R. If any furniture is moved on the stage in the Assembly Room, conference center users must return it to its original arrangement at the end of their meeting or event. The podium on the stage must stay in place, as it holds essential cords connected to critical technology. Moving it could disrupt important functions.

S. If any furniture is moved while using the Plaza, users must return it to its original arrangement at the end of their meeting or event.

T. Note that the Foundation recycles. Please ask meeting participants to dispose of recyclable materials in the designated bins in the lower-level Conference Center.

☐ I acknowledge the responsibilities of meeting organizers to set up the Facilities and leave them in a clean and orderly condition.

Cleaning:

U. The Foundation will provide cleaning services; however, we ask you to pour liquids into the sink, put all trash in the trash can, and place all recyclable materials in the recycling bin. If you need extra trash bags, please request them from the Foundation staff. A cleaning fee may be charged if the Facilities require cleaning that exceeds the Foundation's usual cleaning service.

☐ I acknowledge that meeting organizers are responsible for leaving the Facilities in a clean and orderly condition.

Responsible Parties:

V. The individuals(s) or organization(s) conducting the meeting accept full responsibility for the conduct of attendees and any damage to Foundation property caused by those in attendance. The Foundation is providing access to its Facilities, and does not have any programmatic control related to the meeting or those in attendance.

W. When the Facilities are used by groups or organizations of individuals under 18 years of age, an adult sponsor must make the reservation, and at least two adults must be present and responsible for the entire meeting.

X. Organizations or individuals using the Facilities shall indemnify and hold harmless the Foundation, its trustees, and its staff from any claims or actions arising from the use of the Facilities. Depending on the nature of the event, sponsors may be required to provide a certificate of insurance naming the Foundation and its trustees and staff as additional insureds.

☐ I understand that by signing below, I accept full responsibility for the use of Mary Black Foundation's Facilities and equipment.

By signing below, I confirm that I am at least 18 years old, have read the Conference Center and Plaza Policies, and agree to comply with them. I accept responsibility for the use and care of Mary Black Foundation's property and facilities.

Signature _____ Date _____

Printed name: _____

Organization's name: _____

Contact phone number: _____