

**Mary Black Foundation
Conference Center and Plaza Policies**

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

Neither the Conference Center rooms nor the Plaza (collectively, the "Facilities") may be used for the following: religious worship or celebratory services, any other religious activities other than those closely related to the Foundation's mission, partisan political campaigns; promotion of specific candidates for political office; personal social activities; and/or fundraising events.

- A. The Foundation expects Facility users to conduct themselves in a respectful and professional manner.
- B. Organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and governmental entities will be granted permission for free use of the Facilities on a first-come, first-served basis, provided they have completed the Facility orientation and application process and had their reservation confirmed by the Foundation. *Notwithstanding any provision herein to the contrary, the Foundation reserves the right to decline, accept, or condition applications for use of the Facilities in its sole and absolute discretion.*
- C. For-profit businesses or individuals conducting business may not use Foundation Facilities.
- D. The person(s) or organizations conducting the meetings accept full responsibility for proper conduct of those attending the meeting and for any damage to Foundation property by those attending.
- E. When the Facilities are to be used by groups or organizations of students or other young people (17 or younger), an adult sponsor must make the reservation, and at least two adults must be present at, and responsible for, the entire meeting.
- F. The groups/individuals using Foundation audio-visual equipment are responsible for damage, loss or theft of equipment for which they signed.
- G. Ongoing regular meetings in the Assembly Room may only be booked 30 days in advance. Reservations for single events or meetings may not be made more than 12 months in advance for the Assembly Room. Other meeting rooms and the Plaza may be scheduled more or less frequently in the Foundation's discretion.

- H. 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. Sale of services or goods on site is prohibited unless approved in advance by the Foundation. The Foundation will not take registrations for non-Foundation sponsored or co-sponsored events.
- I. Organizations or individuals using the Facilities shall indemnify and hold harmless the Foundation and its trustees and staff from any and all claims or actions attributable to the use of the Facilities. Depending on the proposed use, the sponsors may be required to provide a certificate of insurance naming the Foundation and its trustees and staff as additional insureds.
- J. The Foundation's office building is a multi-tenant building with limited adjacent parking. Therefore, for meetings with anticipated attendance of 10 or more, please use the parking lot located on Kennedy Street between The Piedmont Club and the Episcopal Church of the Advent.
- K. The Foundation reserves the right to move an activity or program to another suitable location within the Foundation.
- L. Organizations or individuals using the facilities shall be responsible for any long distance telephone charges arising from their use of the facilities. Conference calls using the Conference Center telephone must be arranged with a conference call provider which, in either case, results in no long distance charged to the Foundation. Any violation of this policy shall be taken into account in the Foundation's consideration of future use of the facilities.

Facility Rules:

1. 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]."
2. *Facility setup will be the responsibility of the meeting room user and not Foundation staff.*
3. Facility users are responsible for removing all meeting materials and leaving the Facilities clean and orderly, or charges may be assessed by the Foundation to cover janitorial expenses (a minimum of \$25/hour).
4. No materials or equipment may be stored in the Facilities before or between meetings without the Foundation's prior approval.
5. Food & drink, but no alcoholic beverages, may be served. *Food and drink may not be taken out of meeting rooms in the Conference Center or brought into the building from the Plaza.*
6. Unless otherwise agreed by the Foundation: (a) the Facility may be reserved for times only between 8:30 a.m.-5:00 p.m., Monday-Friday, except for holidays observed by the Foundation; and (b) users must vacate the Facilities by the Foundation's closing time.
7. Cell phones are allowed in the Facilities, provided that users are courteous and respectful of other Facility users. Unless arranged in advance, the Foundation's Conference Center phone is to be used for emergencies only. Other Foundation telephones are not available.

