

Community Collaboration Space Use Agreement, Procedures and Policy

Upon arrival:

- Check in with our front desk.
- Staff will escort you to your space and show you the space available to outside groups:
 - Kitchenette
 - Restrooms
 - Outside trash and recycle bins
- All other spaces are restricted for use by Kearney Area Community Foundation staff only
- Staff will assist you in connecting to technology
- Set up of the space will be done by the group. Make sure to allow enough time to arrange tables and chairs or set up equipment you bring for the meeting

General:

- Reminder: the space is not private and discussions may be overheard unintentionally by others. (If you need private space, inquire about the use of our small conference room that accommodates 10 people.)
- Food and coffee in the kitchenette are reserved for KACF staff use only.
- You may use our coffee maker (please bring coffee and/or pods), extra refrigerator/freezer and filtered water.
- No children under 18 without written permission before arrival.
- Keep front and back exits unblocked at all times.
- Wireless internet access is available in the meeting rooms. Monitors and a laptop are available for use and groups may also bring their own laptop.
- The Kearney Area Community Foundation (KACF) is not responsible for the loss of or damage of any equipment or materials owned or rented by an individual, group or organization using the conference room or Community Collaboration Space. Any individual, group or organization using the meeting rooms shall be held responsible for willful or accidental damage to the KACF building, grounds, artwork or equipment cause be the group or organization, its members or those attending the meeting or program.
- A credit card will need to be left with the front desk staff to be charged for a \$25 deposit and up to \$500 for damages/incidentals. The card will be returned to the owner after KACF staff inspect the space and check out the organization (making sure tables and chairs are back to the original positions, messes are cleaned up, trash taken out, etc.).

Prior to departure:

- Upon completion of your meeting, your check-in representative is responsible for returning the room to its original condition and furniture arrangement.
- The meeting space is to be cleaned by the user. General cleaning requirements include: wiping sinks, countertops and tables, vacuuming and spot cleaning carpets, and properly depositing trash and recycling in respective containers outside.
- The group's responsibility for the room shall be terminated only when they have informed KACF staff that they have vacated the room and they are ready for them to check it to ensure it is reset to its original condition.

Cancellation:

- If your meeting is cancelled, please contact KACF as soon as possible so we make the space available to other groups. Future bookings will be cancelled if a group fails to show a total of two times.
- If the KACF offices close due to unforeseen non-weather emergencies, staff will attempt to notify the organization's contact person listed on the meeting room reservation. During inclement weather, the organization's contact person should check broadcasts on local media stations to determine whether the building is open. Informing participants of the cancellation is not the responsibility of KACF staff.

Policies:

- The Community Collaboration Space is intended for use in support of KACF program, events and services. The primary use of these rooms is for the KACF staff to present programs or lead meetings/events. KACF activities have first preference for meeting room use.
- KACF will still be conducting business during office hours: Monday-Friday, 8:30 a.m. – 5:00 p.m. No children can be running around or making excessive noise as this remains a busy and professional office.
- The Yanney Heritage Park Foundation has second preference for meeting room use, as they share staff and office space with KACF.
- Nonprofit organizations with funds managed by KACF have third preference.
- Rooms are designed to meet nonprofit, non-commercial, informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences and seminars. Rooms may not be used for commercial, personal or family purposes, including showers and birthday parties.
- No animals except for service animals with legal paperwork. They must be on a leash at all times.
- All meetings must be completed 15 minutes before KACF closes, unless special arrangements have been made ahead of time.
- The check-in representative listed on the application must be available to check in with KACF staff at the time of the meeting. This representative must remain on site.
- Advance reservation for use of the meeting rooms is made through Jennifer Beck. Reservations must be made by someone age 18 or older. That individual must be an official representative of the entity and be able to sign the contract in the entity's name. No single group may have more than one meeting a month, unless KACF is the co-sponsor. Reservations may be made up to six months in advance.

- The meeting rooms are available free of charge until future notice.
- Use of the meeting rooms does not constitute sponsorship or endorsement by KACF.
- KACF reserves the right to prohibit the use of the meeting space by any group or any organization without giving a reason.
- Commercial uses of meeting rooms are prohibited, unless the program is sponsored by KACF. This includes solicitations, admission or other charges, money-raising activities, and/or sales.
- Meetings or programs may not disrupt the use of KACF by staff or others. Persons attend the meetings are subject to all KACF policies including no smoking or vaping on the property.
- All youth meetings must have a sponsor age 18 or older present at all times. Youth meetings must be pre-approved by KACF management and are reserved for only nonprofits with funds at KACF.
- Signs or decorations may not be attached to walls, surfaces or ceilings.
- Meals or snacks (food and drink) may be brought into the meeting room.
- Table, chairs and other KACF property may not be removed from the building.
- Make sure back door is locked (from the inside) before leaving the building. Shut off lights (some are motion sensor activated, but those will be reviewed during the tour after check in).