

# Meeting Space Terms of Use Agreement

## INTRODUCTION

Community First Foundation (the Foundation) is pleased to make our meeting space available free of charge to nonprofit organizations for meetings, retreats and trainings. Please note the following when requesting the use of meeting space. The following information will help your meeting run smoothly.

- The following activities are prohibited:
  - Special events (celebrations, parties, etc.)
  - Fundraising events
  - Political events
  - Charging for meetings (charging for the cost of a meal is allowed)
- Use of our facility is at the sole discretion of Community First Foundation.
- Meeting space setup and take down is the user's responsibility, so please allow ample time. Leave the meeting space in the condition you found it.
- Please be considerate of others and keep noise to a minimum.

## Policies, Procedures and Liability Waiver

Your organization's on-site contact is responsible for ensuring all your attendees are aware of, understand and follow the policies and procedures set forth below. Consequences of failure to comply may result in the denial of future use of the Foundation's meeting space.

- Approval of this agreement entitles your group use of the Foundation's meeting space facilities: catering kitchen, restrooms, guest parking and lactation room. The Foundation does not extend the use of its printers, copier, fax machines, or any other business equipment. You may use the audio conferencing equipment and phones provided in the Meeting Space; however, you must have your own conference calling account with a toll free or local number. Long distance calling is prohibited.
- If media coverage is expected at the event or you plan to refer to Community First Foundation in any printed materials, contact our Communications Director at 720.898.5900 to receive prior approval:
- A representative from your group must check in with the Foundation Meeting Space Administrator upon arrival.
- Should you need to cancel your reservation, please cancel at least five business days in advance.

The following are prohibited on Foundation property (building and parking lot):

- Consumption of alcohol
- Smoking or vaping of tobacco or cannabis
- Recreational drugs
- Firearms (except for law enforcement) Weapons <3 ½" blade. Anything provided by foundation is exempted (knives, scissors)
- Harassment of any sort
- Violence

- Community First Foundation is not responsible for lost or stolen items.
- After your event, you agree to return the meeting space to its default configuration, clean up all materials and refreshments, return glasses to the catering kitchen, etc. and leave the meeting space clean for the next group.

Policies and procedures of Community First Foundation shall be strictly adhered to by you and all attendees.

By signing this agreement, you agree to abide with the policies and procedures set forth above. You agree to pay any costs incurred for damages resulting from non-compliance with this agreement, including any costs for damage caused by attendees.

### Limitation of Liability

Your organization acknowledges and agrees that in no event shall Community First Foundation, its affiliates or any of its employees, staff, agents, volunteers, representatives and board of directors be liable to your organization or any attendee for any claim for damages, liabilities, whether such damages are direct, indirect, special incidental, or consequential damages, or loss of any nature, including, but not limited to, damages or liabilities resulting from delay, loss of profits, injury to person which may arise in connection with your use of the meeting space or any services provided by us or otherwise pertaining to this agreement, even if Community First Foundation has been notified of the possibility or likelihood of such damages occurring.

By signing below, you hereby agree to the terms of this Meeting Space Use Agreement on behalf of your organization and you hereby represent and warrant that you are authorized to bind your organization listed below to the terms of this Agreement. Thank you for choosing our meeting space.

We may, at any time and at our sole discretion, modify this Terms of Use Agreement without notice to Users. Your continued use of the meeting space constitutes your acceptance of these modified terms.