

## Facility Usage Policy

*Effective August 2, 2024*

Welcome to the United Way of Greater Rochester and the Finger Lakes! We are excited to host you and your organization for your upcoming activity.

The United Way has established the following policies and procedures to ensure that your meeting, conference, or event at the United Way runs smoothly. When using the conference rooms, we ask that you please keep in mind that the United Way is more than just a meeting space; our building houses several nonprofit organizations working hard to accomplish their missions and serve our communities. We appreciate your respect for the varying needs of these groups and our shared space.

Thanks for choosing the United Way! We hope your event is a success!

### General Guidelines

1. Anyone using the United Way facilities agrees to abide by the United Way values of integrity, action, caring, teamwork and United Way policies when on premises.
2. United Way reserves the right to inspect and control all functions held on the premises (premises defined as 75 College Avenue, Rochester, NY 14607). Partisan political functions are not permitted without approval from the United Way President & CEO.
3. United Way reserves the right to refuse any group requesting a conference room that we consider inconsistent with the purpose and policies of the United Way.
4. An **“authorized representative”** of the groups reserving conference rooms at the United Way must remain on the premises throughout the period for which it is reserved or until the gathering ends.
5. Events involving the press need special permission from the Executive Leadership Team (ELT) of the United Way prior to holding the event.
6. Conference rooms **must be** returned to the condition in which you received them before leaving. You are responsible for disposal of all trash and other meeting supplies you brought in. If anything is left behind, it is up to the meeting’s leader to ensure the room is cleaned and ready for the next presenter. A large garbage can is available for your use in the two large conference rooms. The area around the container should be left in the same condition as it was found. Please see the **“General Cleanliness”** section (next section) for further details.
  - a) *Failure to leave the conference rooms in a clean and undamaged condition will result in potential charges to the group reserving conference rooms.*
  - b) *Violations of the conditions described in the Facility Usage Policy will be documented and the Conference Organizer will be notified via email. Three or more violations will result in the loss of privilege to use the conference rooms in the future.*
7. Please turn off the lights in the conference room(s), and bathrooms before leaving.
8. Users of the Conference rooms agree to pay for any damages caused by their event or invitees in full.
9. All persons associated with the group including but not limited to group members, invitees, and contractors are hereby bound to all policies and procedures associated with the United Way Conference Rooms.
10. United Way is not responsible for items left unattended.
11. United Way is not responsible for unsecured rooms or areas.
12. United Way’s primary entrance is our front door (north entrance) on 75 College Avenue. The door automatically locks at 4:30 p.m. on weekdays and remains locked 24 hours a day on weekends. Events held after hours (after 4:30 p.m. weekday & all weekend) will need special permission to access the building.
  - a) During non-business hours, an authorized United Way representative (a.k.a. staff member) must be present during any scheduled event.

- b) Please be aware that posting the security access code or propping of the front door open is a violation of security. Your organization may incur a fine for such violations, determined at the discretion of the United Way's Executive Leadership Team.
  - c) In case of an emergency, contact: *Oscar Santos via cell phone: 585-216-7148.*
13. Failure to comply with the above rules, or excessive noise and/or damage, will result in potential fines as well as the loss of conference room usage privileges at United Way for future occasions.
  14. Being permitted to use our conference rooms does not create in any person or entity any title, interest, estate or tenancy in such space.
  15. Use of the conference rooms at United Way of Greater Rochester and the Finger Lakes does not constitute an endorsement or sponsorship by the United Way of the event or activities to be held and should not be presented as such.
  16. Use of the United Way's logo is not permitted without written permission by the United Way.
  17. The United Way will not assume or accept any responsibility for damages to or loss of any merchandise or articles brought onto the 75 College Avenue premises prior to, during or following an external constituent event. (*"External" is defined as a group not employed, operated, or otherwise managed by the United Way of Greater Rochester and the Finger Lakes.*)

### **General Cleanliness**

The meeting organizer will be responsible for ensuring the conference room is cleaned of any trash. Food, and drinks brought in by the organizer shall be removed (i.e., carried out) by the organizer. A trash dumpster is provided in the back parking lot for disposal. Any food or drinks provided by United Way may be left in an organized fashion where they were found, and United Way staff will repurpose them. Note pads and markers should be prepped for the next user. Any remaining handouts, agendas, etc. will need to be removed from the room and taken with you.

#### *Expectations*

1. Wipe up all spills,
2. Place trash in garbage cans
3. Remember to take any non-United Way items with you
4. Place all used cups and utensils on the trays provided
5. Remove used poster-board sheets and place all markers with stand
6. Ensure projector, TV, wireless keyboard, mouse, and any microphones are in good working order
7. Turn off TV
8. Return all A/V equipment to appropriate bin and/or deliver to front desk as appropriate
  - a. Be sure to replace all microphones to cabinet and plug them in for charging
9. Push all chairs back into place

United Way may provide some supplies for use during meetings; Removing the supplies from the building is prohibited. Supplies include but not limited to: coffee cups; Keurig cups (k-cups); coffee filters; toiletries; and cleaning supplies. Removal of items provided by United Way could result in charges to the reserving group and/or not being allowed to use the conference room space in the future.

### **Alcohol and Tobacco Policy:**

1. All United Way properties, whether owned or rented, are tobacco free.
  - a. United Way adheres to the Monroe County, NY no-smoking regulation (569-52.1B), which states, "Smoking shall be prohibited in all enclosed facilities within a place of employment without exception. This includes common work areas, auditoriums, building entryways, classrooms, conference and meeting rooms, loading docks, garages, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairways, restrooms, fleet vehicles and all other enclosed facilities."

- b. All forms of tobacco are prohibited, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.
  - c. **Smoke Free Zone:** This regulation extends the smoking prohibition beyond the building's interior. The smoke-free zone must be "sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to ensure that tobacco smoke does not enter the building or facility through the entrance, windows, ventilation system or any other means." Please discard cigarette butts in containers provided.
    - i. The "smoke free zone" includes the building, grounds, picnic area, walkways, sidewalks, the parking lot, and vehicles located on said property.
2. This "Alcohol and Tobacco Use Policy" applies to those contracting (organizers) for the use of the conference facility and their participants.
  3. Organizers will be invoiced \$150 for violation of this policy.
  4. Three (3) violations of this policy will result in the loss of privilege to use the conference rooms at United Way of Greater Rochester and the Finger Lakes.

### Room Set Up:

1. United Way staff are responsible for room setup. You may request tables and chairs to accommodate the format of your meeting when you fill out the event request form online.
2. Video conferencing is available in all Conference Rooms. In-room tech training guides are available and United Way staff can offer tutorials as needed. We will need to know in advance if you plan to use tech and video equipment. Requests made less than three business days prior to the event may not be accommodated.

### Other Conditions:

1. Organizations eligible to use the conference rooms may not make reservations on behalf of other organizations. The organization requesting the use of the conference facility is the responsible organization.
2. You are free to order your own meals and refreshments for your meeting if your orders can be catered or managed by your group. Please inform United Way front desk upon arrival if you are expecting any catering. Light snacks are available from United Way upon request and can be requested as part of your reservation process.
3. Limited event support is provided by the United Way and our staff:
  - **Not included:** Use of a copier, fax services, the provision of office supplies or cleaning.
  - **Provided on a limited basis:** United Way will help with room setup and offer limited assistance in room tech support if needed.
4. Do not ship or mail equipment, materials or supplies to the conference facility in advance of your event, they will not be received or stored.
5. You are responsible for informing attendees of your event of the United Way's Alcohol and Tobacco Policy and all policies as described in this Conference Room Facility Usage Policy.
6. ***Please return a copy of your organization's Certificate of Insurance (Commercial Liability) naming the United Way of Greater Rochester and the Finger Lakes as an additional insured and evidencing at least \$1,000,000 per occurrence in commercial general liability insurance along with this signed agreement. Meeting space will be held, but not confirmed, until receipt of the Certificate of Insurance.***
7. Meeting rooms are located on the first floor of a building also occupied by other professional organizations. It is expected that meetings will be conducted at an appropriate noise level, including the use of microphones and clapping. Please refrain from noise levels – such as loud music, singing, yelling or cheering – as this may disturb those with offices in the building.

### Reservations:

To reserve any public use conference room at the United Way, you must fill out a form online from our website: [Community Meeting Rooms \(unitedwayroclx.org\)](http://Community Meeting Rooms (unitedwayroclx.org)). We cannot guarantee space or hold space

without an official reservation request. Our staff will respond to your request within 1-3 business days to confirm your reservation details and whether we can accommodate your request. Reservations can also be made in-person between the hours of 8:00 am through 4:00 pm Monday through Friday provided the request is not for use within the same day.

**Indemnification:**

To the fullest extent permitted by law, User shall indemnify, defend and hold harmless United Way, its directors, officers, members, employees, tenants, and other invitees from and against any and all liabilities, claims, suits, losses, damages, costs, or expenses (including, without limitation, reasonable attorneys’ fees) to the extent incurred as a result of User’s use of United Way’s property/facilities.

**Revocation and Refusal of Authorization for Use:**

The privilege of using the Conference Rooms at United Way will be revoked if the activities held in the conference rooms OR the conference room users negatively impact normal operations in the following ways:

- The size of the meeting presents personal safety or building security issues.
- The activities of the conference room users are disruptive to the area’s daily operation.
- External parties neglect to abide by these policies, or neglect to pay for damage to conference rooms.
- The client neglects to leave the conference center or space in the condition in which it was found.

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**Owner**

\_\_\_\_\_  
**User**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Print Name & Position with Owner (Title)**

\_\_\_\_\_  
**Print Name & Position with User (Title)**