

COMMUNITY ROOMS RESPONSIBILITY AGREEMENT

The Community Rooms are the property of Georgetown Health Foundation (GHF). The space is made available to nonprofit 501(c)3 organizations whose primary focus is health promotion. GHF, at its sole discretion, will grant use of the facility.

LOCATION: Community Rooms: 2423 Williams Drive, Suite 101, Georgetown, TX 78628.
Georgetown Health Foundation Offices: 2425 Williams Drive, Suite 101, Georgetown, TX 78628.

RESERVATIONS AND KEY:

1. **Reservations** are made through the Georgetown Health Foundation (GHF) office by phone 512-931-2221, email to Linda@gthf.org or in person. A Room Reservation Form is needed for each meeting or series of meetings.
 - a. Fundraising events and events requiring a fee for attendance ***require pre-approval.***
2. **Keys:** Keys for opening the outside door, interior doors and equipment cabinet are obtained from the lockbox outside the GHF office. Keys should be returned to the same lockbox.

Request the code to the lockbox in advance during business hours. ***Please Initial:*** _____

A Responsibility Agreement must be signed in advance of receiving keys or use of the facility.

EQUIPMENT:

1. A locking cabinet is located in the Storage Closet accessed from Room C and holds the projector and microphone equipment. **Equipment should be reserved using the Room Reservation Form to insure equipment is not scheduled for use by more than one organization. Equipment used should be returned to the cabinet and the cabinet locked.**
2. **A Key to the cabinet will be issued at the same time as the key to the Community Room doors.**

PLEASE NOTE: Lost or damaged equipment is the responsibility of the user. Any repair or replacement costs are the responsibility of the organization using the equipment. ***Please Initial:*** _____

ROOM SET-UP/CLEAN-UP:

1. The Community Rooms are one large room divided into three smaller meeting rooms. *Refer to Room Capacity/Standard Room Set Up to determine needs.*
2. **Please do not attempt to move or adjust the wall partitions separating the rooms. These room dividers/partitions require a specific tool in order for them to be opened or closed.** If the room dividers are damaged, the organization using the facility will be responsible for the costs of the repairs.
Please initial: _____
3. **Each room has a specific arrangement for tables and chairs. Refer to 'Room Capacity and Standard Room Set Up' for details. Each organization using the space may rearrange the tables and chairs as needed; however, the room should be returned to the specified arrangement for the room(s) prior to departing.**
Please initial: _____
4. Tables should be cleaned, floor should be vacuumed and trash removed (replacing liner). Disinfectant wipes, vacuum cleaner and trash can liners are kept in the Storage Closet. Please notify the GHF office if supplies are out. ***Please initial:*** _____

POLICIES: The Organization using the facility is responsible for:

1. Signing the Responsibility Agreement.
2. **Making arrangements for obtain the code to the lockbox for retrieving keys.** *Please initial:* _____
3. Returning the key to the GHF lockbox (refer to page 1 for locations).
4. Following the **Guidelines:** re-set room if rearranged, clean-up, remove trash, clean floors, return equipment, if used, and exit. Room(s) should be left clean and orderly. In the event a cleaning service is needed, the expense will be passed onto the organization using the facility. Spills should be reported to the GHF office. **NOTE: If serving food, vacuuming is required.** *Please initial:* _____
5. Organizations may bring in outside food and **non-alcoholic** beverages.
 - a. If kitchen facilities are used, cleanup is required. No items should be stored in the kitchen area.
6. Smoking is not permitted.
7. Candles may not be lit as they cause a fire hazard.
8. Nails or tacks into the walls are not permitted. If non-damaging tape or putty is used, remove prior to exiting.
9. Any damage to the facility, furnishings, equipment, or property will be the responsibility of the organization using the facility. *Please initial:* _____
10. Any materials, additional tables, chairs, and other equipment brought into the facility, should be removed at the end of the event.
11. Attendance cannot exceed the maximum number of persons allowed by the City of Georgetown Fire Code Regulations. Refer to Room Capacity.
12. When vacating the facility, please turn off all lights to the room(s) used. Hallway lights remain on. Lock the doors to the rooms used and if no other meetings are in progress, lock the outside door.

NOTE: For evening meetings: if hallway lights time out, press the button located by the back door near the trash bin.
13. If there is property damage, it must be reported to the GHF office immediately following the event by calling 512-931-2221.
14. In the event of an evacuation, all persons must obey safety personnel and vacate the building until given clearance to return inside the building. *Please initial:* _____

For a Medical or Fire Emergency, please call 911. In the event of a non-medical emergency, please follow these guidelines:

- If emergency occurs during business hours (8:00 a.m. and 5:00 p.m.), please call 512-931-2221.
- If emergency occurs before or after business hours, please call 512-966-2635.

GHF will not be held responsible or liable for any lost, stolen or damaged personal property while inside the facility or while parked in the parking lots surrounding the Community Rooms.

By signing below, I acknowledge I have read this agreement which includes policies and my responsibilities and I agree to follow the policies and guidelines outlined.

I also understand it is my responsibility to insure that ALL USERS are familiar with these policies and guidelines. *Please initial:* _____

Date: _____

Organization Name: _____

Contact Name: _____ Title: _____

Phone: _____ Email Address: _____

Signed: _____ (Type name for electronic submissions)