



## COMMUNITY ROOMS RESPONSIBILITY AGREEMENT

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

<b>LOCATION</b>	<b>Community Rooms</b>	<b>2423 Williams Drive, Suite 101, Georgetown, TX 78628</b>
	GHF Office ( <i>lockbox location</i> )	2425 Williams Drive, Suite 101, Georgetown, TX 78628
<b>RESERVATIONS</b>	Request a reservation through the GHF office via email to <a href="mailto:Linda@gthf.org">Linda@gthf.org</a> .	A "Room Reservation Form" is needed for each meeting or series of meetings.
<b>NOTE:</b>	Fundraising events and events requiring a fee for attendance <b><u>are not allowed.</u></b>	
<b>KEYS</b>	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 that same lockbox.	GHF will email instructions when the reservation is confirmed.
<b>NOTE:</b>	This Responsibility Agreement must be signed in advance of receiving keys or use of the facility.	
<b>EQUIPMENT</b>	A locking cabinet is located in the Storage Closet accessed from Room C which holds the projector and microphone equipment.  <b><u>A key to the cabinet is on the same key ring as the door key.</u></b>	Reserve equipment using the Room Reservation Form to insure equipment is not scheduled for use by more than one organization. <b><u>Equipment used should be returned to the cabinet and the cabinet locked.</u></b>
<b>NOTE:</b>	Lost or damaged equipment is the responsibility of the user. Any repair or replacement costs are the responsibility of the organization using the equipment.	
<b>ROOM SET-UP &amp; CLEAN-UP</b>	The Community Rooms are one large room divided into three smaller meeting rooms with movable partitions.	Refer to "Room Capacity/Standard Room Set Up" to determine needs.
	Each room has a specific set-up for tables and chairs.	Refer to "Room Capacity/Standard Room Set-Up" for details.
	Each organization may rearrange the tables and chairs as needed; however, <b>the room must be returned to the specified arrangement prior to departing. <u>Please initial:</u> _____</b>	
<b>HOUSKEEPING</b>	<ul style="list-style-type: none"> <li>• Clean tables</li> <li>• Vacuum floors</li> <li>• Remove trash</li> <li>• Replace trash liner</li> </ul>	Disinfectant wipes, vacuum cleaner and trash can liners are kept in the Storage Closet. Please notify the GHF office if supplies are not available.  <b>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. <u>Please initial:</u> _____</b>
<b>PARTITIONS / ROOM DIVIDERS</b>	<b><u>Do not move the wall partitions separating the rooms.</u></b> These partitions/room dividers require a specific tool for opening and closing.	If the partitions are damaged, the organization using the facility will be responsible for the costs of the repairs.

<b>POLICIES</b>	<b>EACH ORGANIZATION USING THE FACILITY IS RESPONSIBLE FOR THE FOLLOWING:</b>	
	<ul style="list-style-type: none"> <li>Signing this "Responsibility Agreement".</li> </ul>	
<b>LOCKBOX CODE</b>	<ul style="list-style-type: none"> <li>Requesting code to the lockbox (for keys)</li> </ul>	<ul style="list-style-type: none"> <li>Returning the keys to the GHF lockbox.</li> </ul>
<b>FOOD / DRINKS</b>	<ul style="list-style-type: none"> <li>Organizations may bring in outside food, use catering and serve <b>non-alcoholic</b> beverages.</li> <li>If kitchen facilities are used, cleanup is required. No items should be stored in the kitchen area or refrigerator upon exit.</li> </ul>	
<b>SMOKING &amp; CANDLES</b>	<ul style="list-style-type: none"> <li>Smoking is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Candles may not be lit.</li> </ul>
<b>WALLS</b>	<ul style="list-style-type: none"> <li>Only non-damaging tape or putty is permitted; remove prior to exiting.</li> </ul>	
<b>PROPERTY DAMAGE</b>	<ul style="list-style-type: none"> <li>Property damage (spills, wall damage, etc.) must be reported to the GHF office immediately following the event by calling 512-931-2221.</li> <li><b>Any damage to the facility, furnishings, equipment, or property will be the responsibility of the organization using the facility. <i>Please initial:</i> _____</b></li> </ul>	
<b>ITEMS BROUGHT INTO FACILITY</b>	<ul style="list-style-type: none"> <li>Materials, additional tables, chairs, and other equipment brought into the facility should be removed at the end of the event, including items placed in the refrigerator.</li> </ul>	
<b>MAXIMUM OCCUPANCY</b>	<ul style="list-style-type: none"> <li>Attendance cannot exceed the maximum number of persons allowed by the City of Georgetown Fire Code Regulations. Refer to "Room Capacity/Standard Room Set Up".</li> </ul>	
<b>LIGHTS</b>	<ul style="list-style-type: none"> <li>When vacating the facility, please turn off all lights to the room(s) used.</li> </ul>	<ul style="list-style-type: none"> <li>Hallway lights remain on.</li> </ul>
<b>NOTE: Hall Lights</b>	For evening meetings: if hallway lights time out, press the button located by the back door.	
<b>LOCK DOORS</b>	<ul style="list-style-type: none"> <li>Lock the doors to the rooms used and if no other meetings are in progress, lock the outside door. <i>Please initial:</i> _____</li> </ul>	
<b>SAFETY PROCEDURES</b>	<ul style="list-style-type: none"> <li>In the event of an evacuation, all persons must obey safety personnel and vacate the building until given clearance to return inside the building. <i>Please initial:</i> _____</li> </ul>	
<b>MEDICAL OR FIRE EMERGENCY: CALL 911</b>	<ul style="list-style-type: none"> <li>If a <u>non-medical</u> emergency occurs during business hours (8:00 a.m. and 5:00 p.m.), call 512-931-2221.</li> </ul>	<ul style="list-style-type: none"> <li>If a <u>non-medical</u> emergency occurs before or after business hours, please call 512-966-2635.</li> </ul>

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: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signed: \_\_\_\_\_ (Type name for electronic submissions)

Visit [www.gthf.org/CommunityRooms](http://www.gthf.org/CommunityRooms) for additional information