**Policy on Public Use of Meeting Rooms**

*Revised and Adopted by the Rochester Area Foundation Board on 1/15/2015*

Any questions regarding interpretation of this policy shall be referred to the President of the Rochester Area Foundation.

**REQUIREMENTS FOR USE**

1. All meetings held in the Rochester Area Foundation (RAF) must be free of charge.
2. Admission or donation requests for attending the meeting are not allowed.
3. Programs that involve the sale of goods, processes, products, or services are prohibited.
4. RAF always has first priority to schedule use of the facilities.
5. Use of the RAF meeting rooms does not constitute RAF endorsement in any way.

**ROOM AVAILABILITY**

1. There are 3 rental options (actual number of people each meeting room can accommodate may vary with different table and chair arrangements):
   1. The Community Room (second floor) may be used by groups of up to 80, with seating for 65.
      1. This room is available outside of normal business hours.
   2. Board Room (main floor) can accommodate up to 20 people
      1. Available during RAF hours Monday through Friday 8:00 a.m. to 5:00 p.m.
   3. Conference Room (main floor) is appropriate for groups up to 8.
      1. Available during RAF hours Monday through Friday 8:00 a.m. to 5:00 p.m.
2. Computer, Internet, and presentation display are included in each room.
   1. **Flip charts, whiteboards, and markers are available at an additional expense.**
3. The rooms must be put back to their original arrangement and any garbage accumulated removed from the premises.

**Procedures for Booking Rooms**

1. The Community Room, Board and Conference Rooms are scheduled by calling the RAF Administrative Assistant at 507-282-0203 or emailing [amanda@rochesterarea.org](mailto:amanda@rochesterarea.org).
2. Rochester Area Foundation will not book any room more than 90 days in advance.
3. Cancellations must be made 7 days in advance or room rental fee will be forfeited.
4. Anyone with outstanding fees may not book a room until the fee has been paid.
5. All bookings must have contact information filled out on the last page of this document.

\*In the event of bad weather, the Rochester Area Foundation follows the Rochester Public Schools for closures and delays.\*

**FEES FOR USE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Type** | **Conference Room** | **Board Room** | **Community Room** |
| Community Group/Non-Profit/Government | $10/hr | $15/hr | $25/hr |
| Individuals/For Profit | $20/hr | $30/hr | $50/hr |

\*A 25% discount is given to those who currently hold a Fund at Rochester Area Foundation

***Any group which fails to leave the room in a satisfactory condition or damages the premises will be billed for the cost of damages.***

**REGULATIONS**

1. Smoking is not permitted on RAF property.
2. Groups are responsible for bringing their own supplies; *RAF is not able to print extra documents or provide your group with extra office supplies.*
3. Groups wishing to exhibit, perform, duplicate, or distribute any copyrighted work (print or non-print) must secure a license or permission to do so.
4. The Rochester Area Foundation name may only be used to identify the venue, not to imply sponsorship of the event. It should be listed as “Rochester Area Foundation.”
5. Use of the facilities is on a first come/first served basis for professional activities only.
6. No partisan political events or worship services are allowed.
7. Catering is the responsibility of the renting group. The renter is responsible for clean up at the end of each day. You must take your garbage off premises upon leaving.
8. If your rental occurs during M-F 8:00 a.m. to 5:00 p.m. foundation staff will be present to assist with A/V instructions.  If your room rental occurs outside normal business hours, arrangements will need to be made prior to the rental if A/V will be required.
9. In the event your rental goes over the agreed upon time you will be charged double the amount of one hour’s rental.
10. Renters’ images and names are subject to use by RAF at any time to advertise, promote, or inform the community about its rental spaces and daily activities.

**Failure to comply with any of the above will result in doubling of the rental amount for that day.**

**Space I wish to reserve:**

**On these dates:**

**During the hours of (PLEASE INCLUDE SET UP AN TAKE DOWN TIME)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Notice: Renters will only be allowed in the room between the times written on this sheet**

**I agree to follow the above booking procedure, payment schedule and abide by all meeting room regulations. Failure to do so will result in fees, penalties, or expulsion and banishment from the RAF meeting room (adopted by RAF Board on 1/15/16).**

Organization: Thrivent

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Agreed Rental Price:

Printed Name:

Signature: