**Policy on Public Use of Meeting Rooms**

*Revised April 2017*

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

**REQUIREMENTS FOR USE**

1. RAF always has first priority to schedule use of the facilities.
2. Use of the RAF meeting rooms does not constitute RAF endorsement in any way.
3. Renters must agree to all the terms and conditions for use of RAF building prior to the date of their rental
4. Renters are responsible for any damages to the RAF building or property incurred during their rental
5. Rental bookings may occur no less than four days in advance of the booking date.
6. Cancellations must be made no less than seven days in advance or room rental fee will be forfeited.
7. Anyone with outstanding fees may not book a room until the fee has been paid.

**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.
6. No partisan political events or worship services are allowed.
7. Any catering is the responsibility of the renting group. The renter is responsible for clean up at the end of each day. Alcohol is only allowed if provided by a caterer with a liquor license.

***\*Please note: In order to serve alcohol, RAF must be provided with a copy of the caterer’s liquor license and a copy of the contract between the caterer and the renter***

1. You must take your garbage **out of the rental space** upon leaving.
2. Renters will have use of the rooms In the event your rental goes over the agreed upon time the group will be **charged double the amount of one hour’s rental.**
3. 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.
4. Rooms and all RAF property is to be treated with respect and renters are responsible for any damage to the room or to RAF property that occurs during their rental

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

**ROOM AVAILABILITY**

1. There are 3 rental options:
	1. The Community Room (second floor) may be used by groups of up to 80, with seating for 70. *(Actual number of people room can accommodate may vary with different table and chair arrangements)*
		1. **This room is available outside of normal business hours, however availability on evenings and on Saturdays and Sundays is subject to RAF staff**
		2. Rentals occurring on evenings are charged a special rate
	2. Board Room (main floor) can accommodate up to 20 people
		1. **This room is available outside of normal business hours, however availability on evenings is subject to RAF staff**
		2. Rentals occurring on evenings are charged a special rate
	3. Conference Room (main floor) is appropriate for groups up to eight.
		1. Available only during RAF hours Monday through Friday 8:00 a.m. to 5:00 p.m.

**FEES FOR USE**

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| --- | --- | --- | --- |
| **Organization Type** | **Conference Room** | **Board Room** | **Community Room** |
| Nonprofit/GovernmentDay Rates | $10/hr | $20/hr | $25/hr |
| Nonprofit/Government Evening Rates  | Not Available  | $25/hr | $30/hr |
| Individuals/For-profit Day Rates | $20/hr | $30/hr | $50/hr |
| Individuals/For-profit Evening Rates | Not Available  | $35/hr | $55/hr |

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

Payments can be received via cash, check, or credit card. Checks can be made out to: Rochester Area Foundation. Credit card payments are accepted at rochesterarea.org. To pay via credit card, please visit <http://www.rochesterarea.org/> and click on the purple ***Donate*** button on the top right hand corner and then select ***RAF Room Rental Fees*** in the drop-down menu.

<https://app.mobilecause.com/form/a5HbQw>

**PROCEDURES FOR BOOKING ROOMS**

1. If you represent a new rental group, please contact RAF Administrative Services Manager at 507-282-0203 or emailing amanda@rochesterarea.org.
2. If you have an existing rental account with us through Skedda, you must book your room through the online Skedda calendar.
3. Reservations for rooms **do not become permanent until payment is received.**

**AUDIO/VISUAL INFORMATION**

1. A fully equipped presentation system (including audio) is in place in each room.
2. A lavalier, microphone, and presentation clicker are also available for use.
3. 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.
4. Please make arrangements for audio visual needs prior to your event.
5. If your group is using a presentation, RAF asks that either bring it on a flash drive or email it to amanda@rochesterarea.org beforehand. If you do not have a flash drive, RAF can provide one for you to use.

**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 rooms (adopted by RAF Board on 1/15/16).**

Organization:

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Printed Name:

Signature:

Contact Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_