

# The Assisi Foundation of Memphis, Inc.

## Meeting Room Guidelines

The Assisi Foundation of Memphis, Inc. is pleased to allow nonprofit organizations to request use of our meeting space for business and professional purposes. It is our desire to be good stewards of this property so that we can preserve it for future community use. These guidelines are designed to meet this goal.

### General

The Assisi Foundation has meeting rooms available Monday through Friday 8:30 a.m. to 5:00 p.m. Requests for use of the rooms at other times are contingent on the availability of staff to accommodate the request.

Groups who use the meeting rooms are guests and their use of the space should reflect that understanding. Authorization for meeting room use is limited to the furniture and equipment assigned to that room. Meeting attendees are to use the designated meeting area. The Lobby is not available for break-out meetings. Meetings requiring break-out sessions require reservations for additional rooms.

**You must** supply all printed materials or handouts. Copies will not be made by the Foundation staff or using the Foundation's equipment. **Please do not bring children to the Foundation; we do not have any provisions for children, nor do we have staff available to watch them.**

### User Responsibilities

An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved or until the meeting ends. Meeting rooms must be restored to their original clean condition. Users of the meeting rooms agree to pay for any damages to property. The Assisi Foundation reserves exclusive rights to determine the replacement value for any property that may be damaged. Cell phone use is limited to the reserved meeting rooms or outside the building. Using cell phones in the hallways or lobby interferes with the work of the Foundation.

It is the responsibility of the meeting organizer and the responsible person on site to explain the Guidelines to meeting participants.

### Reservations

Call the Assisi Foundation at 684.1564 or email ([nsikes@assisifoundation.org](mailto:nsikes@assisifoundation.org)) to check for availability and to make a reservation for a meeting room. This reservation is not official until the Foundation receives a completed and signed Reservation Form. This form should be

submitted at least two weeks in advance of the event. Rooms are reserved on a first-come first-served basis.

## Available Rooms

Capacity:	Board Room:	up to 24 adults
	Library:	up to 14 adults
	Small Conference Room:	up to 8 adults
	Training Room:	up to 24 adults

## Room Configuration

Meeting set-up and clean-up are to be within the hours of scheduled room availability. Room set-up is not to be altered **except for the Training Room**. Meetings that require a different arrangement may reconfigure the **Training Room only** for their needs, with the understanding that it is to be returned to its original set-up. **Staff is not responsible for setting-up or re-arranging the room. Please do not move furniture from any other room without staff permission.**

**Please do not tape, tack, nail, or in any way apply posters, flip charts, newsprint sheets, post-it notes, or any other materials to the drop down screens, draperies, blinds, or walls.**

## Food and Beverage

Users are responsible for:

- **Using placemats and coasters; these are provided by the Foundation**
- Room set-up and clean up
- Reporting any spills immediately to a Foundation Staff member
- Provision of food, beverages, and all paper supplies: coffee and coffee-related supplies, cups, plates, napkins, soft drinks, food items, utensils, coolers, etc.
- Removal of all food, utensils, and serving pieces when meeting is over
- Collecting trash in trash bags and taking trash bags to dumpster in front of the building
- Trash bags will be available in the meeting room

Utensils and serving pieces belong to the Foundation are not to be removed

## Smoking

Use of tobacco products is permitted only by the Dumpster in the front parking lot of the building. A receptacle for cigarette butts is available.

## Indemnification and Liability

Organizations or individuals using meeting rooms shall indemnify and hold harmless the Assisi Foundation and its officers, directors, agents and employees from and against all losses,

damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

The Foundation assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

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

Use of meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with the purposes of the Foundation. The privilege of using meeting rooms will not be granted or will be revoked if the activities negatively impact normal operations, for example:

- Disruptive behavior:
    - Use any equipment (including cell phones) that interferes with the Foundation's operations
    - Conduct meetings in a noisy, disorderly, or inflammatory manner
    - Allow activities that impede the function of the Foundation
    - Use of illegal substances
  - Violate any of the Meeting Room Guidelines
    - Leave the room in disarray
    - Leave trash in the receptacles
    - Leave the Room without returning the furniture to its original configuration
  - Fail to cancel at least twenty-four hours prior to your scheduled meeting time
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**Nonprofit Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Meeting Room Requested:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_ **Meeting Time:** \_\_\_\_\_

**Agreed by Executive Director /President:** \_\_\_\_\_

**Name of Person Responsible On Site:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_