

## **COMMUNITY ROOM POLICY & PROCEDURES**

The purpose of this policy is to promote the proper use and contingent availability of the Chamber of Commerce Community Room.

### **Availability**

The Community room will be available to community and civic organizations and other similar adult groups WHEN THE ROOM IS NOT BEING USED BY THE CHAMBER FOR CHAMBER BUSINESS. Additionally, the facilities are available for use to support economic/industrial development. No group shall use the room more than twice in one month.

### **Supervision**

Chamber of Commerce staff will coordinate activities and use of the Community room. This will include handling requests for use of the room, maintaining an inventory and condition of equipment, monitoring condition of the room, and violations of use of Chamber supplies or consumption of food, drink or personal items belonging to the Chamber or Chamber staff.

### **Contingency for Use**

Arrangements for use of the community room will be made through Chamber staff. Upon booking the Community Room, the following must occur before first-time use of the room:

- The attached usage agreement will be read, filled out, signed and given to Chamber staff;
- A \$25.00, fully refundable, room charge will be submitted (make check payable to Radcliff-Hardin County Chamber of Commerce).

**USAGE AGREEMENT - COMMUNITY ROOM  
RADCLIFF-HARDIN COUNTY CHAMBER OF COMMERCE**

**Guidelines for use (read carefully):**

1. A representative of using organization is responsible for picking up the Community Room key during regular business hours (9:00 – 4:30). NOTE: BEST TO CALL BEFORE COMING. **Chamber staff is not responsible for responding to after-hours requests for key if organization representative fails to obtain key during regular business hours.**
2. Group members/meeting attendees should enter the community room through the door on Spring Street. The door that leads through to the Chamber office will remain locked. There is no telephone available in the Community Room.
3. No smoking or alcoholic beverages will be used in any part of the building.
4. No regular or standing schedule will be granted for any organization regarding the use of the room. In addition, it is the responsibility of the organization representative to contact the Chamber office to request the use of the room. Use will be on a first come, first served basis.
5. Because of demand for use of the community room, no personal parties or meetings will be scheduled. The community room is not available for subscription dances or other uses requiring a charge for admission.
6. No partisan political rallies will be scheduled.
7. Each organization is responsible for returning tables and chairs to their original arrangement, and in clean condition.
8. Usage for TV and VCR are by previous arrangement only.
9. The kitchen is NOT to be used by organizations for cooking. Do not use food found in the kitchen area, including coffee, creamer, sugar, etc. Do not use Chamber paper plates, plastic utensils, cups, etc. You are responsible for bringing needed items for your meeting.
10. No tape, staples, nails or other means are to be used to attach anything to the walls, floor, doors, or ceilings.
11. All lights must be turned off, water turned off, and outside door locked.
12. The key and a completed checklist should be left on the table; the door will lock itself as you leave. Be careful NOT to lock yourself out until you are ready to leave.
13. A .25 charge will apply per page to groups requesting copies. Use of copy machine is prohibited by anyone other than Chamber staff.
14. After each meeting, an inspection will be made of the room, including the adjoining service rooms, kitchen and restroom--
  - Any damage(s) will be assessed, then repaired and billed to the using organization. The \$25.00 room fee will be deducted from said repairs. Until repair charges are reimbursed in full to the Chamber, said organization will be prohibited from further use of room.
  - The above-mentioned rooms must be left clean and in good condition. If Chamber staff members are tasked with cleanup of any sort after use of community room, using organization's \$25.00 room charge will be assessed as a clean-up fee. This includes removing any trash from the premises generated by your group.
  - If \$25.00 room fee is assessed for damages or clean-up, said organization will be prohibited from further use of the room until a new \$25.00 room fee has been submitted.
15. Failure to follow these guidelines will result in refusal of future use of the community room.

I have read and understand the above guidelines and agree to abide by them. In return, the Chamber of Commerce agrees to permit the \_\_\_\_\_ (name of organization) to use the Chamber of Commerce Community Room.

Signature \_\_\_\_\_  
Organization \_\_\_\_\_  
Phone Number(s) \_\_\_\_\_

## COMMUNITY ROOM USAGE EXIT CHECKLIST

The following information is provided to assist you with your responsibilities during the use of the Radcliff-Hardin County Chamber of Commerce Community Room. Please check each of these items before leaving the building. Cleaning supplies and other materials are located in the kitchen (under the sink). The vacuum cleaner is located in the small storage room to the left of the service area.

### CHECKLIST:

- \_\_\_\_\_ Wipe off tables and straighten chairs.
- \_\_\_\_\_ Vacuum the meeting room, if necessary.
- \_\_\_\_\_ Return heat or air conditioning temperature to original setting.
- \_\_\_\_\_ Remove any trash your organization generated **from the building**.
- \_\_\_\_\_ Turn off all lights in the meeting room, kitchen and restroom.
- \_\_\_\_\_ Leave key on table upon exiting the building (unless other arrangements have been made).

Leave this checklist with the room key on the table in the community room; **be certain that the door closes firmly behind you**. The Radcliff-Hardin County Chamber of Commerce is not responsible for any items left in the community room. The room will be inspected after each meeting.

IN CASE OF EMERGENCY REGARDING THE BUILDING, you may call Jo Emary at 351-3268 or Joanne Cardiff at 351-4463 (home phones).

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This community meeting room is provided, in good faith, by the Radcliff-Hardin County Chamber of Commerce, a not-for-profit organization. If you use the room repeatedly, any donations of money or paper products would be gratefully accepted. As we have no cleaning or maintenance crew, there is considerable expectation that the room be left immaculate.

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