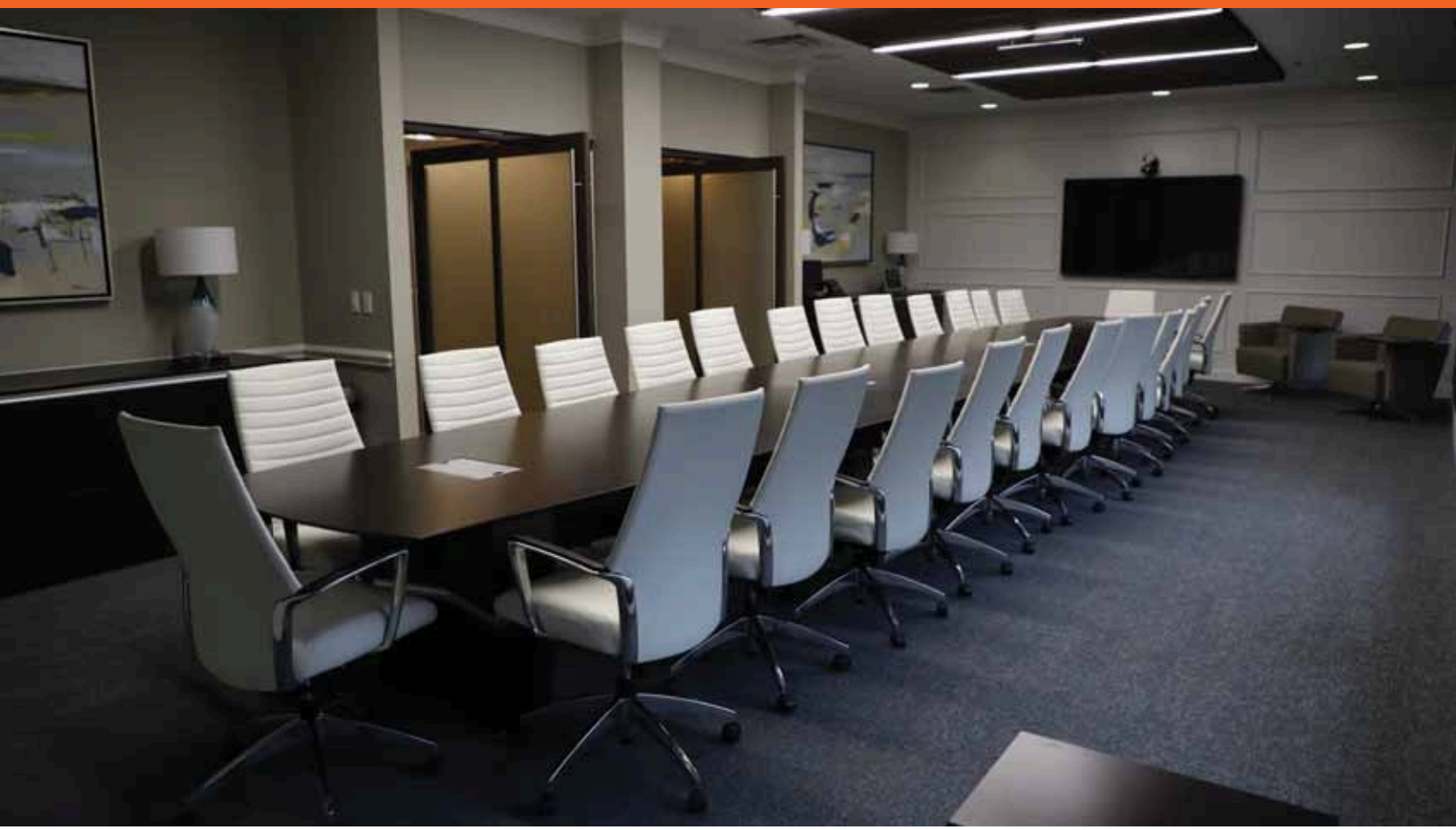
!ImpactAlamance
healthier • smarter • stronger

CONDITIONS OF USE

FOR CONFERENCE CENTER AND MEETING SPACES



About Impact Alamance

Impact Alamance seeks to bring the community together for healthy change. We are a health foundation serving Alamance County that invests $2 million annually to help individuals and organizations address shared challenges and strengthen the people, places, and systems that shape community well-being.

CONFERENCE CENTER CONDITIONS OF USE

Impact Alamance Conference Center

The Impact Alamance Conference Center opened September 14, 2018. The Center serves as a gathering space for our community nonprofits. It includes one large training room (dividable into two rooms), board room, four smaller meeting spaces, a catering kitchen, and several private work areas. All meeting spaces are equipped with audiovisual technology, a teleconference system, and computer connection inputs. The Center also has two portable white boards available upon request.

Use of Impact Alamance's Conference Center

The Impact Alamance Conference Center (the Center) provides meeting and collaborating space for nonprofits, grantees, governmental entities and community partners. Additionally, the building is used for meetings and events hosted by Impact Alamance (the Foundation).

Organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, grantees, governmental entities, and partners that serve Alamance County will be granted permission to use the Center on a first-come, first-served basis, provided they have completed the necessary paperwork and had their reservation confirmed by the Conference Center Manager.

The Center may not be used for the following: religious worship/meetings, weddings, holiday parties, graduations, awards programs, retirements, fundraisers, other celebratory events, other religious activities, or political activities (including activities hosted by or for an individual who has announced or has filed for elective office). If you have any questions about the type of meeting you are hoping to host, please email the Conference Center Manager.

The Foundation expects Center users to conduct themselves in a respectful and professional manner. Organizations that use the Center are not to pose any dangers to the health, safety, or welfare of anyone present, including themselves. Guests and participants in programs held within the Center should not stand on chairs or tables, run, or engage in activity involving physical dexterity, strength endurance or gymnastics. Any person who engages in such activity does so at his or her own risk and may be asked to leave.

Notwithstanding any provision herein to the contrary, Impact Alamance reserves the right to decline, accept, or condition requests for use of the Center in its sole and absolute discretion. Impact Alamance reserves the right to modify these guidelines or to make exceptions at its sole discretion, including on a case-by-case basis.

Fees

Generally, the Center requires no rental charge for the use of the facility or equipment. Users shall pay all costs associated with catering and depending on the size of the event, users may also need to hire and pay for off-duty law enforcement officers. A cleaning fee may be incurred based on usage.

CONFERENCE CENTER CONDITIONS OF USE

All groups using the center must ensure its event/meeting is consistent with its charitable purpose and may not charge attendees a fee to attend the meeting unless fees are to cover additional meeting expenses, such as catering, speakers, materials, off-duty law enforcement officers, etc.

General Rules

The Center is a smoke-free, vape-free environment. This includes exterior areas of the facility, such as sidewalks and staff parking lot.

Users of the Center may not use Impact Alamance as a mailing address.

No materials or equipment may be stored in the Center before, between, or after meeting without the Foundation's prior approval.

Please do not put any holes in the walls or use any materials such as permanent markers, paints, or other craft items that would leave residue on doors, windows, walls, furniture or fixtures.

Chairs and tables may not be moved or removed from any spaces. If you need additional tables and/or chairs, notify the Conference Center Manager.

Candles are prohibited.

Trash and garbage created during a meeting should be placed in an acceptable trash or recycling receptacle at the conclusion of the meeting.

Products and services may not be sold or advertised in the Center.

Organizations hosting an event at the Impact Alamance Conference Center may not have vendors participate in a meeting without obtaining the prior written approval of Impact Alamance.

Scheduling

The Conference Center may be booked up to 6 months in advance of the desired reservation date and as late as 1 day in advance depending on the availability of the space. Recurring (i.e. monthly, bi-monthly) meeting reservations may be made 12 months in advance for the large training room, referred to as the Community Conference Room. Meeting spaces may be scheduled more or less frequently at the Foundation's discretion. Short notice reservations may require the host of the meeting to assist with room setup.

Reservations are not completed until the Conference Center Manager confirms by email that the meeting space is available and the necessary paperwork has been received.

The Foundation reserves the right to move a meeting to another suitable location within the Center. Hosts will be made aware of any changes as soon as possible prior to the meeting.

CONFERENCE CENTER CONDITIONS OF USE

For reservations in the Community Conference Room, the Foundation recognizes that relocating large meetings may require significant advance planning. If the Foundation must reclaim the Community Conference Room for an unforeseen priority event, the Foundation will provide the host organization with at least 4 weeks' notice prior to the reservation date whenever possible. The Foundation will work with the organization to identify alternative options.

We are pleased to offer the use of this space free of charge to the community. Please be respectful of our space, and our employees, and honor the guidelines set out in the document, including the hours of operation.

General Hours of Event Operation

The Center may be reserved between the hours of 8:00 a.m. - 5:00 p.m., Monday - Friday, except for holidays observed by the Foundation. Event hours outside of these parameters require special approval.

Complimentary Guest Services

- Adequate public parking within walking distance
- Audiovisual equipment (outlined in meeting room details)
- Open wireless network
- Private work areas for in between meetings
- Catering kitchen
- Coat/luggage room

Technology Overview

The Center offers a wide range of complimentary audiovisual equipment.

Equipment is reserved on a first-come, first-served basis. If an event requires technology that is not available in-house, the event host will be responsible for making arrangements with Impact Alamance's required vendor and for covering the cost of equipment and setup. For specific capabilities, see meeting room details or contact the Conference Center Manager.

It is recommended the Center users bring a USB drive for use with our Windows PC desktop. Center users are responsible for making sure any equipment brought into the Center is compatible and works. A pre-event technology meeting is strongly encouraged. Please call the Conference Center Manager at 336.395.7011 for an appointment.

Catering

Meeting hosts may select a caterer of their choice or we would be happy to provide a list of local catering options. The Center does not provide napkins, plates, cups, or serving utensils. Please work with your caterer to make sure these items are included. Coffee, hot tea, and water service can be provided upon request for no additional fee.

CONFERENCE CENTER CONDITIONS OF USE

Catering Kitchen

The Center offers a catering kitchen for use during events. The Center's catering kitchen includes an industrial size refrigerator, ice machine, and 3 warming trays. The kitchen is designed for meal prep. It is not equipped for cooking. Please be mindful of other guests by leaving our kitchen how you found it.

Alcoholic Beverages

Alcoholic beverages are prohibited unless special permission is granted by the Center.

The meeting host will be contacted to discuss plans that include alcohol. If permission is granted, meeting hosts must comply with the Center's Alcoholic Beverage Policy.

ADA Statement

The Center is fully wheelchair accessible.

Parking

Parking is available off-site in three public lots. Please communicate with attendees that they must use the parking lots outlined on the provided parking map. The map also outlines employee parking areas. Please make sure attendees are aware that these areas should not be parked in and are reserved for employees. Failure to adhere to this policy may inhibit your ability to use the Center in the future.

Inclement Weather

Use of the Center is subject to termination without liability upon the occurrence of any circumstances making it impossible or illegal to provide or use them, including inclement weather (i.e. snow, or sleet making roads unsafe to travel), Acts of God, war, government regulations, disaster, pandemic, strikes, civil disorder or curtailment of transportation facilities. Impact Alamance will provide notice of such termination as soon as reasonably practical.

Emergency Procedure

In the event of a fire , follow the exit signs and proceed to the parking lot diagonally across the street behind the Alamance County Pulbic Library. In the event of a tornado warning or similar emergency, Impact Alamance staff will direct guests to the building's basement or alternate safe zones.

Release and Indemnification

The Organization listed below ("Organization") agrees to and does release, indemnify and hold harmless Impact Alamance, its related entities, and their trustees, directors, officers,

employees, agents, and contractors (the "Indemnified Parties"), from and against any and all claims, liability, damages, judgments and costs (including reasonable attorneys' fees) (the "Liabilities") that may arise from or relate to the use of the Facility by Organization, its employees, agents, contractors, invitees, and guests. This release, indemnification and hold harmless agreement applies regardless of the form of action or type of damage but shall not apply to the extent the Liabilities arise out of or relate to the Indemnified Parties' intentional misconduct. This release, indemnification and hold harmless agreement applies even if the Liabilities arise from or are related to the Indemnified Parties' negligence.