



Cumberland Community Foundation, Inc.

308 Green Street • P.O. Box 2345 • Fayetteville, NC 28302

www.cumberlandcf.org

RULES AND REGULATIONS FOR THE USE OF THE COMMUNITY ROOM LOCATED AT CUMBERLAND COMMUNITY FOUNDATION 310 GREEN STREET

Cumberland Community Foundation, Inc. (CCF) offers a Community Room for the use of the public, on equal terms for the lawful activities of nonprofit groups, regardless of their affiliations or beliefs. Effective January 1, 1995, delivery of any type of services is excluded.

Procedures Governing the Use of the Community Room

1. Community Room fee is \$25.00 per hour (\$15.00 per hour if your group pays at least 6 months in advance). **The fee must be paid at the time the reservation is made or the reservation will not be held.** Reservations are made on a first come, first serve basis. You must be out of the community room 15 minutes after the time you reserved as your ending time.
2. Community Room may not be used without a reservation through the CCF office. Failure to do so will result in forfeiture of qualification to use the Community Room.
3. The use of the Community Room at CCF is for charitable organizations. **Proof of your organization's non-profit status may be requested.** The room is not intended for political events or private parties (including but not limited to birthdays, weddings, anniversaries or family reunions). Any fundraising activity must be approved in advance by the Executive Director of CCF.
4. Booking of Community Room will be on a first come, first served basis. Reservations are made on a yearly cycle from July 1 to June 30. No group shall transfer a given key to another group nor make copies of the keys, unless an agreement has been made between CCF and the organization. CCF must know the names of all people holding keys to the Community Room.
5. The kitchenette is available for use by any nonprofit group while meeting. Users are responsible for cleaning of the facilities after use. Any CCF supplies and utensils are to remain in the kitchen. If any thing is removed from the premises, the group will be charged with the replacement cost of such materials.

6. Alcoholic beverages are prohibited on the premises. Failure to abide by this rule will result in forfeiture of qualification to use the Community Room. Smoking is prohibited in the building. Failure to abide by this rule will result in forfeiture of qualification to use the Community Room.
7. The Community Room shall be left in a clean and orderly condition. No group shall leave their supplies behind; if they do CCF is not responsible for them. The organization shall be responsible for properly locking and securing the room used, at the conclusion of use by the organization. Organizations or individuals holding meetings assume all responsibility for damage done to CCF facilities and equipment. CCF will not be responsible for materials or equipment left in the meeting rooms by users. A representative from all organizations or groups must sign an agreement assuming personal responsibility.
8. No organization shall move any property of CCF, including, but not limited to, pictures, the ladder, the newspaper stands, etc. The chairs and tables are there for organization's to use only in the community room; they may not be removed for any reason. You may leave the chairs and tables in the position you used them for your meeting.
9. The toilets and water fountains shall not be used for any purpose other than those for which they were constructed. Do not flush rubbish or any substance that will clog the toilets. **Organizations may not paint, tape, screw, drill, tack or mark the walls, ceilings, partitions, floors, wood, stone, or ironwork.** The expense of any breakage, stoppage or damage, resulting from the violation of this rule, shall be borne by the person who signed the application for use of the Community Room on behalf of the organization.
10. **Burning candles and smoking is prohibited. Cooking in the carpeted area is not permitted. If your group notices a stain on the carpet please let the CCF staff know so we can have it cleaned.**
11. The organization agrees to indemnify and hold harmless CCF against and from any and all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of CCF facilities.
12. CCF reserves the right to limit and/or extend attendance based on space available and safety regulations. Maximum capacity shall be 100 for the Community Room.
13. No group shall be allowed to monopolize or sublet the facilities.
14. Permission to use the Community Room is not an endorsement by CCF's Board of Directors or staff of the organization or the organization's beliefs. Any communication about the meeting must identify the location as "The Community Room, 310 Green Street, Downtown Fayetteville, NC" and may not include the name of Cumberland Community Foundation.

15. Violation of the procedures may result in a deposit of \$50.00 for future use of the Community Room, denial of future use of the Community Room for organization's or its members committing or causing the violation.
16. CCF is authorized to deny further use of the Community Room to groups or individuals that violate CCF's Rules and Regulations. Groups or individuals, who would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading action, or are defamatory, or that are purely commercial in nature, will not be allowed to use the Community Room.
17. Cumberland Community Foundation shall have the authority to deny use of the Community Room to any organization or individual for any reason, at any such time.
18. Cumberland Community Foundation strives to keep the 308 and 310 Green Street property as safe and free of danger as possible. We do request that you alert Cumberland Community Foundation staff of any issue that could pose a danger to you or anyone else in the area.

I have read, understand, and accept these terms:

Organization Name

Signature of Applicant

Date

As of July 1, 2010