



Cumberland Community Foundation, Inc.

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

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

Cumberland Community Foundation, Inc. (CCF) provides The Community Room to nonprofit organizations based in Cumberland County, NC for use as a meeting space, for the lawful activities of nonprofit groups, regardless of their affiliations or beliefs.

Procedures Governing the Use of The Community Room

1. The Community Room fee is \$100.00 per hour. Reservations require a completed application and valid identification. The fee must be paid at the time reservation is made. Reservations are made on a first come, first serve basis and are non-refundable and non-transferable. **Your reservation time must include the time required for set-up and clean-up.**
2. The 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 for the next 12 months.
3. The use of The Community Room at CCF is for 501(c)(3) 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 requires advance written approval by the Executive Director of CCF.
4. No group shall share the keypad entry code with another group. This security violation and will result in revocation of future meeting privileges without refund.
5. **The Community Room shall be left in a clean and orderly condition. This includes vacuuming floors and placing all trash in the dumpster located in the parking lot.** All CCF supplies and utensils are to remain on the premises. If anything is removed the group will be charged with the replacement cost of such materials. If your group notices a stain on the carpet please notify CCF staff so we can arrange to have it cleaned.
6. Alcoholic beverages are prohibited on the premises. Smoking is prohibited in the building. Failure to abide by these rules will result in forfeiture of qualification to use The Community Room.

7. The organization shall be responsible for properly locking and securing the room at the conclusion of meeting. Organizations 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. Any items found may be discarded by the janitorial service.
8. No organization shall move any property of CCF, including, but not limited to, pictures, ladder, information racks, etc. The chairs and tables are there for organizations to use in The Community Room only; 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 fountain shall not be used for any purpose other than those for which they were constructed. Do not flush trash 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. This includes the placement of signs, fliers and banners in the meeting room. Meeting notices may be placed in the acrylic document holder on the exterior door to the meeting room. The expense of any 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. **Cooking is not allowed anywhere in or around the buildings.** This includes crock pots, burners and warming trays. Cookers/grills are not allowed in the parking lot or around the buildings.
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. **All organizations using The Community Room are required to carry liability insurance with a minimum of \$1,000,000 per incident and \$2,000,000 in aggregate and listing as additional insured Cumberland Community Foundation, Inc.** This requirement is in accordance with CCF Risk Management Policies.
12. CCF reserves the right to limit and/or extend attendance based on space available and safety regulations. Maximum capacity shall be 75 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 or activities. Any communication about the meeting must identify the location as "The Foundation Center, 310 Green Street, The Community Room." **All meeting notices provided by your organization should state: *"The Community Room is located at 310 Green Street. Parking and entrance to The Community Room are at the back of the building."***

