



ROOM USE AGREEMENT AND POLICY

Wood River Health (WRH) opens its doors to the community by allowing local nonprofit organizations to use its Community Room and Board Room. In order to maintain the facility and make it available to as many groups as possible, we have established the following policies and procedures.

Use of these rooms is reserved exclusively for nonprofit and civic organizations. As a part of the room reservation process, we will request documentation verifying the nonprofit status of organizations that request to use our facilities.

Please note that we reserve the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements. If your organization needs to cancel an event, please let us know at least 5 business days prior to the reserved date so we may make the room available to others.

Wood River Health will do all we can to make your gathering a successful one. The health center does not provide parking valets, food preparation, catering, bartenders, a liquor license or reception and administrative services. Please refer to the **Room and Accessories** section for details on the furniture and equipment available. Parking is available.

Policy for Use of Room

1. **Eligible Groups.** The WRH Community Room and Board Room is available for use by nonprofit and civic organizations.
2. **Nature of the Event.** The Community Room and Board Room are designed to host gatherings that will require tables and chairs. Commercial uses (e.g., political or business events) or private parties (e.g., wedding receptions, anniversary and birthday parties, bridal, and baby showers, etc.) are not permitted.
3. **Cost.** There is no cost to rent the rooms.

A. Reserving a Room

1. **Eligibility and Priority for Use of Rooms.** Organizations may reserve the rooms when they are available, and meetings do not conflict with activities scheduled by the Health Center and/or tenants residing in the Health Center. If a conflict should arise, we will work with your organization to either relocate the meeting to another room or reschedule it to another day. **We reserve the right to deny room usage to any organization based on Wood River Health's priorities or policies.**
2. **Insurance Coverage and Liability.** As a condition of room rental each organization agrees to indemnify and hold harmless Wood River Health Services, Inc., against 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 the Health Center's facilities.

3. **Availability and Frequency of Rooms.** The rooms will be available and reserved on a first come, first served basis, except in the instance that a WRH event conflicts with a reserved date. To provide flexibility for the usage of the room, our general policy is to take room requests up to **30 days** in advance. An organization is eligible to use our conference rooms up to 12 times per calendar year (January 1 – December 31) during our regular business hours of operations, which are posted on our website at www.WoodRiverHealth.org. WRH is closed on Sundays and most holidays. Exceptions to this frequency are subject to CEO review and approval.
4. **Reserving a Conference Room.** To request use of a conference room, please email communityroom@woodriverhealth.org. We will contact your organization within 48 business hours to notify you of approval or denial. The signed **Room Use Agreement** must be received by WRH 10 days prior to the requested date of the reservation.
5. **Site Visit.** Organizations are encouraged to perform a site visit with WRH staff at least 15 business days prior to the requested date. The purpose of the site visit is to ensure the room requested will meet the organization's needs and give your organization's representative an overview of the building.
6. **Arrival and Departure Procedure.** Since some meetings will require catering and other setup, we recommend that your organization's representative arrive at least 30 minutes prior to the start time. **Please refer to our Arrival Procedure.** Also, you should anticipate approximately 30 minutes for cleanup of the room after your meeting. We expect that conference rooms will be left in the same arrangement and condition as found prior to your meeting. Please refer to our **Check-Out Procedures**.
7. **Parking.** Parking is available in the lot directly in front of the main entrance to the health center. Parking against the tree line is encouraged to keep the middle spaces available for patients.
8. **Mailings, Media Releases or Media Present at Event.** Any media releases (newspaper, television, mailings, etc.) referencing your event at WRH must be reviewed and approved by the health center's Communications staff prior to release. We reserve the right to modify or deny media releases based on WRH policies. In addition, your organization must have the prior approval of WRH's Communications staff to allow any media presence at your organization's event.
9. **Guidelines for Conference Rooms and Premises:**
 - Your organization's representative must remain onsite during designated meeting times. No smoking (including e-cigarettes) is permitted in the building or on the property of WRH.
 - After all events, conference rooms and kitchen area must be left in found condition. If used, the following resources must be clean and free of debris and items brought in for the meeting: tables; chairs; counter tops; sinks; microwave (inside and out); floors; refrigerator (inside and out); trash containers should be emptied if excessively full or contain food waste. Outside dumpsters may be used.
 - The following items, or similar items, are not permitted on our premises: open flames, smoke machines, hanging lights, glitter, confetti, sparklers, feathers, live animals, or weapons of any kind. Service animals are permitted.
 - Decorations can only be added with prior written permission. The following are not allowed on walls: tape, nails, thumbtacks, putty, or any other item that may affect the appearance of wall when removed.
 - Your organization is responsible for any damage caused to the facility or grounds.

- Deliveries for meetings may only be made on the date of the meeting and a member of your organization must be present to accept delivery. Our staff will not accept deliveries for meetings. Your organization is responsible for any vendors it employs for an event.
- Noise and activity levels must be controlled and not interfere with normal business operations of WRH, tenants and other guests.
- Meeting attendees should remain in the designated meeting space, unless using restrooms, the kitchen area or accompanied by a health center staff member.
- We do not provide copying, faxing, or secretarial services.
- Children must always be under the care and supervision of adults.
- Wood River Health is not responsible for any items that may be lost, misplaced or stolen during your event.
- Following the use of the meeting room, your organization must return the room to its original state. Tables and chairs in the meeting rooms may be moved but must be returned to original positions. The check out procedure must be completed.

Room and Accessories

1. **Conference Rooms and Accessories Available:** The Community Room and Board Room is designed to host gatherings that will require tables and chairs. Access to a coffee pot, microwave and refrigerator are available.
2. **Scheduling:** Scheduling must be made at least 30 days in advance, and full payment, signed contract, and copies of any applicable licenses and insurance certificate must be received within 10 days of the scheduled function. These can be sent to communityroom@woodriverhealth.org.
3. **Technology:** Wood River Health provides an Owl and large TV for virtual meeting attendees or presentations. WRH will not provide a laptop.
4. **Capacity:** Room capacity is 30-40 individuals for the Community Room and 20-30 for Board Room.

Arrival Procedure

Since some meetings will require catering and other set up needs, we recommend that your organization's representative arrives at least 30 minutes prior to your meeting start time. Please anticipate 30 minutes following the conclusion of your meeting for cleanup. We expect that the Community Room and Board Room will be left in the same condition as it was found prior to your meeting.

1. **Check In** Your organization's representative should arrive 30 minutes prior to the start time. Your representative must check in at our front desk. If there are any changes or questions, please inform the front desk at this time.
2. **AV Equipment.** If audio-video equipment is required for the meeting (e.g., for PowerPoint etc.), your organization's representative should arrive 30 minutes prior to the start time to review the setup and use of requested equipment. If there will be a laptop or other equipment used for presentations, your organization must have equipment onsite at least 30 minutes prior to the start time.
3. **Room:** Please look over the room to make sure everything is set up properly.

4. **Break Room/Kitchen:** The Keurig coffee maker in the kitchen may be used to supply coffee for your meeting. Guests will need to provide their own pods.
5. **Information for Attendees:** The organization is responsible for attendees being informed of the following:
 - Staff offices and patient-facing areas are in the vicinity of the room and sound can travel easily throughout this area. Please refrain from talking loudly in the lobby area and keep room doors closed during meetings.
 - Cell phones may be used but should be put on vibrate when entering the building. If a call is necessary or received, please keep volume to a minimum out of respect for staff and patients.
 - Meeting attendees must remain in the designated meeting room or lobby areas.
 - Restrooms are located near the waiting area down the hall from the community room and outside the Board Room.
 - Use only the main entrance, in the lobby area, when entering and exiting the building.

Check out Procedure

Our goal is to have the rooms available immediately following a completed meeting. Refer to the Final Inspection Checklist for a list of items that need to be checked. Some items that will be checked:

- Tables & chairs in original position
- All food and catering supplies removed from room and kitchen
- Tabletops and counter tops clean
- Trash containers emptied if excessively full or contain food waste
- Walls in original condition
- Audio-Video equipment returned and in original working condition
- Windows are closed
- All meeting items brought in removed
- All meeting attendees have departed

It is required that the rooms are returned to their original condition, this includes clean up and large item removal.

I agree to comply with the above Policies and Procedures:

Printed Name: _____

Organization Name: _____

Signature of Organization Representative: _____

Date: _____

Date Received and Approved by Wood River Health: