

# Reserve a Room Terms & Agreement

Updated 2020



THE ASSISI FOUNDATION  
OF MEMPHIS, INC.

# TERMS AND CONDITIONS

## Use of Projection Equipment

- Bring a flash drive for your presentation. Our laptop and projector are already set to function properly.
- Do not change any settings on our equipment. Ask for assistance.
- Bring your own presentation remote if you wish to move through slides remotely.

## Conduct and Care of Property

- An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved or until the meeting ends and be responsible for room cleanup. This meeting organizer and on-site contact must explain these guidelines to meeting participants.

## Other Restrictions

- Meeting attendees are to use the designated meeting area only. No breakouts.
- Cell phone use is limited to the reserved meeting rooms or outside the building. Calls are not to be made in the lobby or halls.
- Do not adhere anything to our walls.
- Do not bring children to The Foundation; we do not have any provisions for them or the staff to watch them.
- Bring all necessary materials; we do not make copies under any circumstances.
- After your meeting, room(s) used must be restored to their original, clean condition. Users of our meeting rooms agree to pay for any property damages. The Assisi Foundation reserves exclusive rights to determine the replacement value for any property that may be damaged.

# TERMS AND CONDITIONS CONT.

## Food, Beverages and Other Provisions

- WE DO NOT PROVIDE: food, beverages, paper supplies, coffee and coffee-related supplies, cups, plates, napkins, soft drinks, utensils, coolers, etc.
- Utensils and serving pieces that belong to The Foundation are not to be used.
- Trash bags are available in all meeting rooms. Please collect all trash and take to the dumpster in front of the building before departing.

## Revocation and Refusal of Authorization for Use

- Use of meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with the purpose of The Foundation. The privilege of using meeting rooms will not be granted or will be revoked if the activities negatively impact normal operations and include, for example:
  - Disruptive behavior
  - Violation of any of the above terms and conditions
  - Failure to cancel at least 24 hours before your scheduled meeting time
  - Smoking (Smoking is NOT permitted on the property.)

## Indemnification and Liability

- Organizations or individuals using meeting rooms shall indemnify and hold harmless The Assisi Foundation and its officers, directors, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.
- The Foundation assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.