

CORNERSTONE LEGACIES FOUNDATION **EVENT SPACE POLICY AND PROCEDURE**

In Cornerstone Legacies Foundation's (CLF) mission we strive for the betterment of nonprofits, encouragement of environmental initiatives, and to assist individuals in finding peace and success in their everyday lives. We are able to provide space to the community for meetings, workshops, and other activities in the hope that it can be used to help further the missions of others and CLF.

As a group or individual using CLF meeting space, you agree to contribute the following:

- **Clear communication** to decrease the amount of time CLF staff spend in dealing with space-use issues
- **Clean-up after using the space** to decrease the amount of time CLF staff spend in cleaning the property
- **Donation** to offset CLF's expenses for maintaining the space
 - **If the event/service is offered at no charge:** A reasonable donation to CLF
 - **If the event/service is offered for a charge:** Payment of 10% of all event/service income should be consider for donation to CLF
CLF requests to maintain its programming records - the number of participants, and revenue from your Event

GENERAL EXPECTATIONS OF ALL GROUPS

A trained and approved representative from your organization must be present when the group is using the CLF space.

Provide a description of the Meeting/Event the space is being requested for.

Your organization representative must have a cell phone available when in the building/property, as there are no public phones provided.

Each group will need to designate a point of contact for all communication between the organization and CLF. This person is responsible for:

- notifying CLF if space needs change (meeting cancellation, time changes, etc.)
- making the group's financial contribution
- ensuring that all included, necessary forms are turned into CLF
- informing CLF of and dealing with any problems related to use of the building/property
- promptly responding to any communications from CLF

All space-use applications will be submitted in writing, via e-mail to jbushong@CornerstoneLF.org or by paper to the CLF office. The event application is found on pages 7-8. All space use must be booked in advance.

Meeting materials should “recognize” Cornerstone Legacies Foundation for providing a space for your event. If sent out electronically it should have a link to the CLF website. Any materials with the CLF name on it must be submitted to CLF staff for approval before distribution. We reserve the right to have the CLF name removed. CLF encourages you to market your own event. CLF will market your event at CLF’s sole discretion.

All problems with the building or incidents that occur when in the building will be reported on the Problem Report Form, via e-mail to jbushong@CornerstoneLF.org or to CLF office within 24 hours. The Problem Report Form is found on page 10. Groups will try to resolve problems themselves before calling CLF emergency contacts to assist. If the problem involves electrical issue or water CLF must be contacted immediately.

Members of your group should treat all people on the property with respect and courtesy.

CLF equipment, tables, chairs, video equipment, etc. may not leave the property without express permission given in writing in advance from the CLF office. All CLF materials must be accounted for at the end of your event. You will be liable for any losses suffered by CLF as a result of your use of the space.

Access to CLF’s building/property are not to be given or shared with anyone who has not been approved by CLF staff. Failure to observe this condition of space use will result in the group being banned from future space use at CLF properties and possible legal action if appropriate.

ARRANGING TO USE THE BUILDING/PROPERTY

Booking your group’s events:

To book your group’s events, please fill out the event application on pages 7-8. Please be sure to consider this information when completing the application:

- Date of event
- Time of the event
- Date/time needed for set-up and clean-up before and after the event
- Any special needs (kitchen usage, outdoor use, using the media equipment, etc.)
- The name and phone number(s) of the trained individual(s) who will be present and responsible for the event
- The expected attendance at your special events, so that we don’t book something that will overfill the property or parking lot

When the event is officially booked, you will receive an e-mail with confirmation that your event is on the calendar. Events must be confirmed with the CLF staff and put on the calendar before you advertise them!

Canceling or changing already-booked space

If your meeting or event is canceled or the time needs to change, please inform the CLF office at your first possible opportunity. If short notice cancellations occur two times in a row, suspension of reserving space will be enforced for a time period determined by CLF.

Access to building/property when space has not been booked

Many groups who regularly use CLF properties may need to “drop by” to get something. Please do this during CLF’s regular business hours unless otherwise coordinated with CLF staff. We request that you check-in with a CLF employee when retrieving your item if there was no time to notify us in advance so we know you have picked-up your property. If no CLF employee is present, advanced notice is required for accountability reasons.

USING THE BUILDING

Lights/Windows/Thermostats/Toilets

If using CLF’s property/building, please close all windows, turn out all lights in any rooms that your group has used, return the thermostat to its original temperature, and make sure all the bathrooms are clean with no toilets or faucets running, before leaving the building. Double-check all appliances and electronics to make sure that they are turned off.

Clean Up/Resource Use

If using CLF’s property/building, please pick-up all litter and event materials. If using the kitchen, ensure all dishes are loaded into the dishwasher. Sweep any spaces as necessary. It is your job to leave the space as you entered it, ready for the next group’s use. Please use all resources responsibly to prevent waste. Using shared resources mindfully includes shutting off water when it is not in use and using electricity and heating/cooling responsibly. Please remove trash from your event, especially food items. Recycling and Trash dumpsters are located on the property to the right when leaving our building.

Locks/Alarms

CLF staff will arm the alarm system based on your event times. If these times change you **MUST** notify CLF staff to avoid setting off the alarm system. Doors will lock automatically, please make sure they are closed when leaving.

You are responsible for the building when you are here!

The trained individual present for each group event is responsible for dealing with any situations that arise during building use. If a situation seems threatening or dangerous, call the police! If you don’t know someone “wandering around” the building, ask for their name, introduce yourself, and see if you can help them. If your group breaks something, take responsibility for it by letting us know and offering to help us fix it or replace it.

WHAT TO DO WHEN THINGS GO WRONG

Important Note: All problems with locking the building/property, opening the building/property, triggering the alarm, intruders, injuries on the premises, etc. **MUST be reported to the CLF OFFICE by EMAIL to jbushong@CornerstoneLF.org or PHONE. This MUST be done even if you've talked to one of our emergency contacts and/or resolved the problem on your own.**

Alarm Panels

1. If you set off the alarm, call CLF's emergency contact number and inform them that you set off the alarm and that it was a false alarm.

With Strangers on the Property

1. If someone enters CLF property obviously intoxicated or disturbed, and you feel uncomfortable asking him/her to leave, please call the police for assistance. Whenever police are called notify one of CLF's emergency contacts.
2. If you see signs of theft or a break-in, please call an CLF emergency contact immediately.
3. **Please follow your intuition and use common sense.** If something seems "odd" to you, it probably is. We would rather receive a phone call than put people in the building at risk from unauthorized activity.

With Housekeeping Problems

If you notice something needs restocking, a light is out, a room is dirty, etc. please inform CLF staff of the problem via note, email, or phone call. If the problem is easily fixed (or the mess is easily cleaned!), please feel free to address it yourself.

With Injuries to Your Group Members or Visitors while at CLF property

If a group member or visitor to your event is injured, please record the details of the incident immediately, including the injured party's name and contact information. If they appear seriously injured call 911. The Injury Report Form is included here on page 10. Please inform CLF staff in writing of the incident within 24 hours by email to jbushong@CornerstoneLF.org. Failure to follow this procedure will result in the group being banned from future space use at CLF.

Losing Property Access Information

1. Please guard your building/property access information as if it was the key to your own home.
2. If you lose the information, please report this to CLF so that we can change the codes.
3. Under NO CIRCUMSTANCES is this information to be shared, loaned or "taught" to others. Failure to observe this condition of space use will result in the group being banned from future space use at CLF and legal action if appropriate.

Emergency Exits and Tornado Information

Please familiarize yourself with paths out of the building/property. In case of emergency, guide your group toward the nearest exit, call 911 and call the CLF emergency contacts. In case of tornado, find a place suitable for shelter or leave the property. Please plan with your group how

you would exit the building/property in case of emergency and where you would meet to do a head count once you've exited the building/property.

First Aid Kit

There is a simple first aid kit located on the property in the kitchen in the cabinet marked first aid. If the first aid kit is used for any reason please let a CLF staff member know

ADDITIONAL EXPECTATIONS

Waivers

CLF requires your organization to sign a Waiver of Liability and Indemnification attached on Page 8. This holds Cornerstone Legacies non-labile for any issues and or accidents.

Responding to Communications from CLF

We ask that you give any communications about building/property use from CLF your prompt attention. We may send requests for information to groups as a way of trying to identify what happened after issues at the property. Please do not assume that if your group is asked for such information that we are placing blame for what went wrong. Often, we are trying to figure out what DID go wrong! We will be respectful and direct in addressing any problems we feel your group has caused while in the building/property, and we appreciate your prompt and helpful response if an issue arises related to your group's space use.

Child Safety

- It is CLF's policy that an adult NEVER be alone with a non-related child at CLF property; at least two adults must be present at all times for any activity involving children, and there should be sufficient adults for the numbers of children on hand
- We prefer that children be met at the property entrance, or conducted by their parents or guardians to and from spaces you are using
- At no time may children be unsupervised or separated from adults on CLF property
- During events children may be around tools, cooking utensils, or other materials that could possibly cause an injury. Children are not allowed on an CLF property unless their legal guardian has complete an event waiver on the child's behalf, attached on page 9
- You must obtain permission before photographing a child from the child's guardian, attached on page 9
- All waivers must be returned to CLF at least 48 hours in advance of event

Drug Policy

It is not permitted at any time for any CLF staff, guest, organization, or participant to use drugs at CLF's property/building. If you see signs of used drugs at CLF property/building, please notify the CLF emergency contact. If anyone enters the property under the influence of drugs, they must be asked to leave immediately. If you feel threatened or unsafe, please call the police and then notify the CLF emergency contact.

Tobacco Policy

It is not permitted at any time for any CLF staff, guest, organization, or participant to use tobacco while in CLF's building. We ask that if you need to use tobacco, please step out of the building while doing so; you may return to CLF's building afterwards. Please do not dispose of cigarettes, or chewing tobacco at CLF's building.

Alcohol Policy

It is not permitted at any time for any CLF staff, guest, organization, or participant to use alcohol while at CLF's property/building without prior permission from Cornerstone Legacies Foundation. Consuming alcohol at CLF's property/building requires additional alcohol insurance and or permits that you must purchase independently. If you are considering the use of alcohol you should discuss with CLF before you attempt to get permits / special insurance. As we hold the right to not allow on premises. All alcohol containers must be cleaned up after the event. Failure to observe any of these guidelines regarding alcohol will result in immediate removal from CLF space and being banned from all future space use at CLF.

Thank you for reading these guidelines. We continue to foster an open and communicative atmosphere here at CLF, and we welcome your questions, comments and feedback.

Cornerstone Legacies Foundation Event Application

Lead Contact's Name: _____

Phone number: _____

Email address: _____

Lead Contact/Organization's Mailing address:

Name and Phone of Additional Event Staff:

Lead Contact/Organization's Mission:

Proposed Event Name: _____

Proposed Event Day and Time: _____

Proposed Event Setup and Closing Time: _____

Proposed Event Space: _____

Expected Attendance and Constituency (i.e. 50 organization members, 25 children, etc.):

Do you have special Equipment Needs (kitchen usage, outdoor use, using the media equipment, etc.)?

Is there an entrance fee for the event? Yes _____ No _____

If yes, how much? _____

Proposed Event Description: _____

Note – A CLF member may or may not be on premise at the time of your event. If you require a CLF staff member to be present at your event you will need to cover cost of that individual at a rate of \$25 an hour.

_____ We would like CLF staff to be present

_____ We do not need a CLF staff member present

I, _____, expressly assume all risks and liability associated with or arising from my event hosted at Cornerstone Legacies property. Because the assertion of claims against Cornerstone Legacies for personal injury occurring during any Cornerstone Legacies Foundation event would be antithetical to my support of Cornerstone Legacies Foundation and its goals and would reduce the ability of Cornerstone Legacies Foundation to accomplish its charitable purposes, I grant Cornerstone Legacies a release from all claims related to this event on Cornerstone Legacies property and agree to indemnify them for any and all costs related to any claims. I agree to abide by all rules and regulations of Cornerstone Legacies regarding safety, event policy, and use of all equipment.

On my behalf, my estate and the personal representative thereof, my heirs and assigns, I hereby forever release Cornerstone Legacies, its officers, directors, employees, and agents from any and all costs, claims, losses, liabilities or damages arising from or in any way related to my event hosted at Cornerstone Legacies property. I intend this release to be effective, regardless of whether a claim of liability is asserted in negligence, strict liability in tort, or other theory of recovery. For myself, my estate and personal representative thereof, my heirs and assigns, I covenant and agree to make no claim, nor institute any suit, action or proceeding against Cornerstone Legacies, its officers, directors, employees, and agents relating to any action, incident or occurrence arising from, or in connection with, my event hosted at Cornerstone Legacies' property.

Event Host Signature

Date

Cornerstone Legacies Representative Signature

Date

Photo Release

Cornerstone Legacies Foundation Inc. has my express permission to use and/or replicate photographs and video taken of me during my work and/or volunteer services, or during any public events hosted by their organization, for the purpose of publishing in newsletters, their organization’s website, as well as for fundraising, outreach, and educational materials. Cornerstone Legacies Foundation also has my express permission to use my name to identify my participation in volunteering or during any public events hosted by their organization.

Please Print Legibly:

Date Signed	Name	Phone Number
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Mailing Address	City, State & Zip Code	Email Address
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Emergency Contact Phone Number: _____ **E-Newsletter? Yes / No**

Signature

Event Problem Report/Injury Form

Please describe the problem/injury/accident.

Who was injured/involved?

Who was the staff person/lead contact present when the problem/injury/accident occurred?

Who were the witnesses for the problem/injury/accident?

At what time did the problem/injury/accident occur?

How was the problem/injury/accident resolved? If not, what is the update?

What could have been done to prevent this problem/accident/injury?

Is there any remaining "loose ends" that CLF or your group will need to fix?

Is there any additional information CLF staff should be aware of?

Signature of group lead contact

Date