

HCDA 1st Floor Community Room Usage Policies (Eff. 4/24/17)

Who can use the room?

- All government agencies, non-profit groups, and community organizations may use the room, provided they follow HCDA's Facility Usage Policies and have not been previously banned from usage.

What type of activities can occur in the room?

- Events held in the Community Room must be free to participants and no money may exchange hands at any time (e.g., No fundraisers, craft fairs, or paid events).
- All guidelines for the usage of state facilities must be followed.

Reservations and Fees

- Reservations must be made at least two (2) weeks in advance, but no more than a year in advance.
- All reservations are done on a first-come, first-served basis, with HCDA events given first priority (i.e., community briefings, supplemental public hearings, training sessions, etc.).
- Reservations may be cancelled by the HCDA in the event of an emergency or necessary maintenance and repairs to the Community Room or the American Brewery Building.
- There is no room usage fee: however, all parties must submit a refundable \$500 security deposit at the time of reservation (\$475 room deposit and \$25 key deposit). To receive all or a portion of the refund, the party and the HCDA must sign a site condition form before using the room. At the end of the agreed upon usage, the HCDA must conduct a walk through and sign off on the refund.
- Parties will be charged the cost of any damage to the room or facilities in excess of normal wear and tear.

When may the room be used?

- The Community Room may only be used by outside groups during normal business hours, Monday through Friday between 7:45 a.m. to 4:30 p.m., excluding all State and Federal holidays.
- Setup may not begin earlier than 7:45 a.m.
- All events must conclude by 4:00 p.m. to allow a minimum of thirty (30) minutes for cleanup.
- The room must be cleaned and returned to its original configuration no later than 4:30 p.m.

What comes with the room?

- The Community Room comes with sixty (60) chairs, nine (9) tables and one (1) desk the HCDA equipment and furniture cannot be moved from other floors to the Community Room without the Asset Manager's consent.

- Any additional equipment, including extra chairs / tables, projectors / projector screens, extension cords / internet cables, etc. must be brought in by the group and removed after the event. The HCDA will not be liable for any missing items.

General Policies

- Events held in the Community Room must be free to participants and no money may exchange hands at any time (i.e., no fundraisers or bake sales)
- The only available equipment / furniture in the room are 60 chairs, 9 tables and 1 desk. **HCDA equipment / furniture cannot be moved from other floors to the Community Room.**
- Any additional equipment, including extra chairs / tables, projectors / projector screens, extension cords / internet cables, etc. must be brought in by the group and removed after the event. The HCDA will not be liable for any missing items.
- **There is no public parking at the Brewery Building.** Please make alternate transportation arrangements, including a way to transport any additional equipment to the Community Room during setup / breakdown. HCDA staff may reserve the loading zone on a first come, first served basis.

Check Out

- Return all furniture and chairs to its original position. (Please refer to room diagrams posted along the walls.)
- Remove all additional equipment and chairs that were brought in.
- No items should be left in the refrigerator or on counters. Floor and windowsills should be clear of debris.
- Ensure all trash is properly bagged and disposed of. During business hours, please empty your trash in the large trash cans outside of the Community Room in the breezeway area.
- After Business Hours, you must bag the trash from the Community Room and dispose it in the large green dumpster at the rear of the building. No trash should be left in the Community Room or in the breezeway fronting the Community Room overnight.
- Group must return the Community Room to its original condition as indicated on maps located in the Community Room walls and must vacate premises no later than 4:30 p.m. HCDA staff must lock and secure facility at the close of business.
- Key fob must be returned to the HCDA staff by 4:30 p.m. **No overnight holding of keys is allowed.**

*Failure to adhere to the Room Usage Policies will result in the group losing the right to reserve the Community Room for any future event and forfeiting all or a portion of its security deposit.