

Facility Room Reservation and Usage Policy

Statement of Purpose

- The mission of the Mourning Hope Grief Center integrates the importance of education, support, networking and outreach. To assist in this endeavor, Mourning Hope offers various unique spaces to be utilized not only by staff and campus partners, but also by area partners. This resource offering is another opportunity for Mourning Hope to foster collaboration and connection throughout our community.

Reservations and Scheduling

- Individuals or organizations requesting use of a room (herein referred to as “Guest” or “Guests”) must complete and submit a Mourning Hope Room Reservation Agreement (Page 5).
- Submission of the Mourning Hope Room Reservation Agreement does not guarantee reservation approval. Mourning Hope may grant or may not grant Mourning Hope Room Reservation Agreements at its sole discretion. After review by Mourning Hope, notice will be emailed to the Guest’s primary contact.
- Mourning Hope and campus partners will have the highest priority for use of facility space. All other reservations will be made on a first-come, first-served basis (pending Mourning Hope approval).
- Mourning Hope is available for room reservations during regular business hours: 8:30 a.m. to 5 p.m., Monday through Friday. Any requests outside of these established hours may be considered, but options are limited due to availability of staff and the building.
- Reservations cannot be made more than 12 months in advance.
- Approved reservations are not transferrable to another party or group.
- Mourning Hope reserves the right to move internal reservation locations from one space to another, as needed, for internal programming and counseling purposes. Any changes will be communicated to the Guest as early as possible.
- In the event of inclement weather, Mourning Hope reserves the right to cancel a scheduled reservation. It is the responsibility of the Guest to contact event attendees regarding a weather-related cancellation. Mourning Hope will work with the Guest to reschedule.

Room/Event Guidelines

- Guests wanting alternative room arrangements will need to allot time to move tables/chairs at the beginning of their room reservation time and return tables/chairs to their default arrangement at the end of their event.
- Mourning Hope does not provide printing, copying, faxing or room set-up services.
- Deliveries for events should be on the day of the event and a Guest representative must be present to accept any delivery.
- Mourning Hope will provide access to the building at the requested set-up start time noted on the Room Reservation Agreement. **After that point, Guest must designate a representative to answer the door for attendees, speakers and food delivery.**



- Decorations may only be added with prior permission from Mourning Hope. All decorations, including any residue on windows or tables, must be removed at the end of the event.
- Use of adhesive materials or fasteners such as glue, tape, nails, tacks, etc. on walls, doors or tables are not allowed.
- Noise and activity levels should be controlled and not interfere with regular facility operations; Guest and attendees must conduct themselves in an orderly manner.
- Children must always be under the care and supervision of adults.
- Guest shall have at least one representative on the premises at all times when other attendees are present.

Food Service

- Mourning Hope is not licensed for food preparation, only for assembling and plating food. Cooking onsite is not allowed.
- Guests may bring in food/drink or utilize a caterer.
- Food/drinks must be limited to the community room or kitchen area, unless approved in advance by Mourning Hope.
- The Guest will supply its own cups, plates, napkins, utensils and related serving items.

Audio/Visual Equipment

- Mourning Hope does not provide dedicated technical services.
- A television monitor is available in multiple rooms at Mourning Hope, with USB and HDMI cables for laptop connections.

Post-Event Guidelines

- Rooms should be returned to their original state when finished, including all trash placed in containers and tables cleared and wiped off.
- Any spills shall be cleaned up immediately and any spills which stain carpeting or related materials shall be reported to Mourning Hope staff as soon as possible.
- Mourning Hope recycles, so all plastic and aluminum shall be disposed of in the appropriate receptacles.
- Guest will be billed for any damages caused to the facility, grounds or equipment, or for any excessive cleaning bills as a result of the event.
- Guest must complete the "Final Inspection" checklist (located on Page 3 of this document) prior to leaving the facility.

Parking

- Free parking is available but not guaranteed. It is requested that attendees park on the outer perimeters of the parking lot to save the closest parking spaces for Mourning Hope's clients.
- Four ADA parking spaces are available in Mourning Hope's parking lot.



Prohibited on Property

- No open flames, including candles, are allowed. If alarms are activated due to the Guest, Guest is responsible for related fees.
- No glitter or confetti can be utilized in any space within the facility.
- Mourning Hope is a Smoke-Free and Tobacco-Free campus. There is no smoking, vaping or tobacco use allowed anywhere on the property; this includes the parking areas.
- No alcohol is allowed on the campus without written approval from Mourning Hope.
- No firearms or dangerous weapons are permitted anywhere on the property.

General Information

- The Guest shall conduct its business on the premises consistent with the Mourning Hope mission statement, all city ordinances, and all county, state and federal laws.
- The Mourning Hope facility is fully ADA accessible.
- In the event of a fire alarm, evacuate the building by following the fire exit signs to the nearest exit. Do NOT use the elevator.
- In the event of a tornado warning, proceed to the basement and take shelter in the lower-level community room.
- Permission to use the facility is NOT an endorsement of the Guest by Mourning Hope. Publicity for an event that is not sponsored or co-sponsored by Mourning Hope must NOT be worded in a manner which states or implies Mourning Hope sponsorship. Except as a designation of location, Mourning Hope's name may not be used in any publicity related to the use of Mourning Hope's space.
- Mourning Hope's facility cannot be used by another organization or individual where the primary purpose is fundraising.
- The Guest shall not photograph or video Mourning Hope facilities or clients without express written consent of Mourning Hope and the photographed client.
- Guests hosting events in the building are not allowed to charge for events, excluding a nominal fee to cover the cost of food, postage and related items, provided that such fee has been approved by Mourning Hope in advance.

Reservation Fees

- Mourning Hope's meeting spaces and amenities are offered free-of-charge. To keep this service available at no cost to our community, we request that you consider a charitable donation directly to Mourning Hope.



Insurance and Indemnification

- Guests that are organizations agree to carry, maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any and all claims arising from any activities pursuant to this policy.
- To the fullest extent permitted by law, all Guests shall indemnify and hold harmless the Mourning Hope Grief Center, its officers, agents and employees, from and against any and all claims, damages, losses and expenses, including but not limited to attorney’s fees, arising out of use of the Mourning Hope facility, including without limitation, any bodily injury, sickness, disease, death, or any injury to or destruction of tangible or intangible property, including any loss of use resulting therefrom that is caused in whole or in part by the intentional or negligent act or omission by the organization, anyone directly or indirectly employed, or anyone for whose acts of them may be liable. This section shall not require indemnification of Mourning Hope for any losses or claims arising out of the sole negligence of Mourning Hope.

Authorization

- I have read and understand the terms of the *Facility Room Reservation and Usage Policy*. Any violation of this policy may result in denial and/or cancellation of current and/or future use of the reserved room(s).

Signature of Guest Primary Contact _____

Date _____

Signature of Mourning Hope Representative _____

Date _____

Mourning Hope Use Only		
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials	Date
Additional Notes:		

Room Reservation Agreement



Event Description	
Date of Event	
Name of Event	
Type of Event	<input type="checkbox"/> Reception <input type="checkbox"/> Conference <input type="checkbox"/> Dinner <input type="checkbox"/> Fundraiser <input type="checkbox"/> Lecture <input type="checkbox"/> Other <input type="checkbox"/> Meeting
Anticipated Attendance	
Contact Information	
Event Sponsor	
Contact Person	
Organization	
Billing Address	
City/State/Zip Code	
Telephone Number	
Email Address	
Event Timeline	
Set-Up	Start:
Event Start/End Times	Start: End:
Tear-Down/Cleaning	End Time:
Food Service	
Will the meeting be catered? If yes, name of caterer?	
Do you plan to serve alcohol?	
Do you plan to charge a fee?	
Other important event details:	

Submit completed form by email to crunestad@mourninghope.org. Notification and a signed copy of this agreement will be returned by email after reviewed.



Final Inspection List

To be completed on the day of the event, prior to leaving the facility.

- Tables, chairs and other items in their original position.
- All Mourning Hope audio and visual equipment in original position and working condition.
 - TV is powered off.
 - Cable(s) are on the podium.
 - Clicker remote is on the podium.
- All food and catering supplies removed, including from the refrigerator (if applicable).
- All trash and recyclables in appropriate containers. (Glass is not recyclable.)
- Microwave clean (if applicable).
- Tables and countertops clean (if applicable).
 - Wipe away any food/drink debris/spills.
- All items brought in for the event by the Guest have been removed from the premises.
- All event attendees have exited the building.
- Windows closed, doors locked and lights off before exiting the building.