

Worcester Youth and Family Counseling Services, Inc. Community Room Usage Policy

Worcester Youth and Family Counseling Services, Inc. is delighted to provide your organization with a meeting/training room. Funding for our community rooms have been made possible through Worcester’s Initiative to Preserve Families and community donations. In an effort to continue to provide our rooms at minimum costs to all providers, we ask that you please help us keep our spaces clean and free from damage. Please read the following room policy and thank you for partnering with WYFCS to provide services to our community!

1. Community rooms are available in the Berlin office of Worcester Youth and Family Counseling Services, Inc. (WYFCS). There are two rooms available; **The Ray** which is 1,000 square feet and equipped with a full kitchen, screen and projector access, and moveable table and chairs. **The Conference Room** which is 360 square and is equipped with a white board and table and chairs.
2. WYFCS has first priority for the use of rooms. With proper notice, WYFCS may cancel or reschedule a community room reservation.
3. Community rooms are available to organizations engaged in educational, cultural, intellectual, or charitable activities. Community rooms are also available for civic and community events such as elections, blood drives, health fairs, and similar events.
4. WYFCS reserves the right to deny use of any community rooms to any organization or group that is in opposition to the guiding principles and foundations of WYFCS.
5. Before the initial use of a community room, the person responsible for an eligible organization must complete a *Room Request Form* (attached).
6. Fees - \$50.00/hour room fee to for-profit businesses. Fees will be discussed at the time of booking. Any applicable fees must be paid at the time of booking and are nonrefundable.
7. Reservations for community rooms will be made on a first-come, first-served basis.
8. No alcoholic beverages of any kind can be served in a community room.
9. Any group that uses a community room is responsible for setting up a room as it wishes and returning the room to its original condition. This includes removal of any trash accumulated during use. All supplies including food and drinks should not be left on counters or in the fridge.
10. Any group that uses a community room agrees to be responsible for any damage to the room, furnishings, furniture, or equipment during the time of the group’s use. If a mishap occurs, please notify Lauren Davis or Steven Taylor as soon as possible.
11. Any group that reserves a community room agrees to inform WYFCS as soon as possible if it becomes necessary to cancel or reschedule an event.
12. Multiple uses of a community room may be scheduled on the same day. WYFCS must be made aware of any set-up or clean-up time that may be involved during a group’s reserved time.
13. Use of a community room before or after normal operating hours of WYFCS may be permitted at the discretion of the Executive Director or other designees. Such before or after hours use may require payment of fees to assure proper building security.
14. Reservations for community rooms include access to the assigned community room and bathroom locations only. Wandering the halls and/or other offices is strictly prohibited and may lead to the removal of the group from the premises and affect future room use.
15. WYFCS, its Board of Directors and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or the individuals who attend meetings and events on WYFCS premises.

I have read the above policy for use of community rooms and, in the name of my organization, agree to abide by it.

Signature _____ Date _____

Print Name _____ Title _____