

# Terms and Conditions of Use

## for the Lori Vrtiska Seibel Community Room

By using the CHE meeting space, all participants agree to the following terms and conditions:

### 1. Workplace Environment and Noise

CHE is a working office environment, and meetings take place alongside staff conducting daily business. Guests are asked to be mindful of their noise level and to conduct themselves in a respectful, professional manner.

### 2. Courtesy to Staff and Other Guests

Participants must be courteous to CHE staff and other building occupants. Congregating in hallways, loitering in common areas, or behavior that interferes with staff work is not permitted.

### 3. Food and Waste Removal

All food, beverages, and garbage must be removed immediately at the conclusion of the reservation. If trash receptacles are full or contain food, garbage must be taken to the bins located in the alcove on the north side of the building along Q Street.

### 4. Parking

Parking is available in the lot on the north side of 21st and Q Street or in metered street parking. Parking stalls located directly in front of The Hub Café are reserved for café customers and may not be used by CHE guests.

### 5. Restrooms

One family restroom is available in the hallway. Due to potential wait times during breaks, guests are encouraged to plan restroom use accordingly. For longer meetings or larger groups, CHE staff can unlock the public restrooms located on the ground level of the building, accessible from the exterior, upon request. Please make this request at the time of your reservation.

### 6. Water Access

CHE does not provide vending machines or drinking fountains. Guests may use the sink for drinking water.

### 7. Phone Calls

Phone calls must be taken in the stairwell to avoid disruption. Calls should not be conducted in hallways, lobby areas, or near office workspaces.

### 8. Serveware and Drinkware

CHE does not provide cups, plates, silverware, or other serveware. Guests are encouraged to bring reusable water bottles or any necessary personal items.

### 9. Coffee

CHE does not provide coffee or coffee supplies. A coffee machine is available for use; guests must supply their own coffee grounds, K-cups, or related items.

### 10. Kitchen Use

Guests may use the CHE refrigerator and microwave and are expected to clean up immediately after use.

### 11. Room Reset

Meeting spaces must be returned to their original configuration immediately following use, including tables, chairs, and any visual or audio equipment.

## **12. Lactation Support**

CHE supports lactating individuals. Guests may use designated private spaces as needed and should coordinate with staff if accommodation is needed.

## **13. Right to Enforce Terms**

CHE staff reserve the right to cancel a reservation or require a group to vacate the premises if the terms and conditions of use are not met or if room use interferes with CHE operations

Eligibility & Restrictions

## **14. Permitted Use and Eligible Organizations**

The Community Room is available only to local nonprofit organizations for civic, educational, and health-related purposes. It is not available to individuals or for business-related meetings. Private parties, political events or campaigning, religious services, sales solicitations, fundraising events (including car washes, rummage sales, galas, silent auctions, and gambling events), and similar activities are not permitted. The final decision on who may use the facility is vested with the CHE President/CEO.

Scheduling

## **15. Reservation Transfers**

Reservations are not transferable to another party or group.

## **16. Cancellations**

Room cancellation is required no less than three working days prior to the meeting date. Failure to notify the Office Manager or his/her designee may prevent the organization from future use. CHE reserves the right to withdraw its offer of meeting room usage should an internal need supersede it.

## **17. Weather Cancellations**

CHE reserves the right to cancel a scheduled meeting due to inclement weather. If Lincoln Public Schools are closed due to weather, the meeting will be automatically cancelled. If Lincoln Public Schools are delayed due to weather, any meetings scheduled prior to 10 a.m. will be automatically cancelled. It is the responsibility of the organization to contact meeting participants regarding a weather-related cancellation. CHE will work with users to reschedule the meeting for the earliest possible date.

## **18. Alcoholic Beverages**

No alcoholic beverages may be served in the facility.

## **19. Decorations and Prohibited Items**

Permanent tape on walls or doors is not permitted; “wall saver” tape is allowed. Open flames are not permitted anywhere on CHE property. Decorations may only be added with the permission of the CHE Office Manager.

## **20. Damages and Liability**

Organizations will be billed for any damages caused to the facility, grounds, or equipment. Organizations shall assume all responsibility for any vendors they employ for an event and any attendees at an event, and shall indemnify CHE from any claims or damages associated with an event.

## **21. Deliveries**

Deliveries for events must be made only on the day of the event, and a member of the organization hosting the meeting must be present to accept the delivery. CHE staff will not accept deliveries on behalf of an organization.

## **22. Endorsement**

Permission to use the facility is not an endorsement of the user by CHE. Publicity for a meeting that is not sponsored or co-sponsored by CHE must not be worded in a manner that states or implies CHE sponsorship. Except as a designation of location, the name of CHE may not be used in any publicity related to use of the Community Room.