

NDI CONFERENCE ROOM USE AGREEMENT

1) RESERVATIONS

- a) All events will be scheduled via the NDI Administration Department and Sponsor of the event. A Use Agreement must be on file prior to scheduling conference rooms. This Agreement may be updated when changes are made with the Conference Room policy at any time.
- b) Reservation requests are to be completed by using the request form & submitted to Sponsor.
- c) All attendees must provide a photo ID and sign in at front desk.
- d) Hospital Leadership reserves the right to cancel or request a reschedule an event at any time.
- e) Space may be reserved for State Agencies, Quasi-government entities *or external partners related to NDI business*.
- f) Cancellations: all cancellations must be called in immediately to the Sponsor.
- g) If reservations are made and later noted a non-attendance pattern, future requests may be denied.

2) RESTRICTIONS

- a) NDI Conference Rooms shall not be used for an unlawful purpose or solicitation. A function cannot interfere with hospital operations or with normal access to the building or grounds.
- b) User may be asked to vacate a room if meeting extends past the reserved time.
- c) User must require all participants/visitors to observe the Use Agreement guidelines along with all applicable fire, occupancy and building codes.
- d) User is responsible for damages caused by participants, visitors or observers or if the event itself is creating damage to the facility or the environment.
- e) Conference rooms cannot be used for events if the potential exists for non-state organizations to receive financial benefit. If an event involves corporate sponsors, registration fees or any transfer of monies, that money must go directly to a state agency. It is expected that all money will be deposited into a general patient fund.

3) HOURS

- a) Regular Hours: Monday-Friday 8-5PM
- b) After Hours: Monday-Friday 5P-10PM
- c) No weekends unless approved by leadership and Sponsor agrees to ownership.
- d) Events the impede or interfere with hospital use during regular business hours cannot be considered. Events requested for after hours, holidays or weekends will be considered on a case by case basis.
- e) Events can be denied due to security, staffing or other considerations at any time

4) GENERAL RULES OF USE

- a) Professional banners may be displayed with prior approvals by NDI Leadership. User must supply all display materials and remove all materials when done. Nails, thumb tacks or similar cannot *be* used. A non -marking tape or removable gum adhesive is permitted.
- b) Displays, signs, flags or decorations may not be erected attached or mounted inside conf rooms.
- c) Meeting notices, flyers or other written materials may not be posted without prior approval.
- d) Handbills, literature or promotional materials that advertise, promote or identify a commercial enterprise may not be distributed.
- e) Decorum: loud, rude, noise or disorderly conduct will not be tolerated.
- f) Deliveries of supply and equipment may be made only at location and times designated and previously approved by hospital leadership.
- g) Decorations are permitted, supplied by the User with facility approvals. The following materials are not permitted at any time. flames, helium balloons, non-fire-retardant materials and confetti.
- h) User is responsible for removing all decorative materials.
- i) Clean Up: Spills or other accidents are to be reported immediately. User is responsible for all debris and trash to be placed in the designated receptacles before vacating areas.
- j) Electrical Outlets: prior authorization is required to use the outlets and equipment brought in.
- k) Firearms or other dangerous weapons are not permitted at any time.
- l) Floral or plants are generally not permitted.
- m) Enforcement of damage to building, grounds or equipment if noted, repair charges will be billed to the responsible party or agency/visitor organization.
- n) Music is allowed if it pertains to the event/program scheduled. A reasonable volume level is expected.
- o) Parking: attendees are permitted to use the front parking lot. If larger numbers of visitors are expected, the shared garage parking may be required.
- p) Security: *will be provided for hospital needs only. Visitors are the sole responsibility of the host.*
- q) Set Up: facilities will try to accommodate all requests for Conference Room set ups, but this is not always possible. Special requests must be approved by hospital leadership. The space assigned must be in original set up/condition when finished. Moving furniture, equipment or supply is discouraged.
- r) Smoking: is not permitted inside the building nor on the grounds at any time.

5) FOOD and BEVERAGE

- a) Limited amounts of food and beverages should be brought in.
- b) Alcoholic beverages are not permitted at any time.
- c) Attendees may have drinks that are "tumbler" style with lids.
- d) Small snacks are allowed with User taking responsibility. Popcorn is discouraged.
- e) Catering is not permissible unless prior approvals are granted.
- f) Cafeteria style dining is available during regular hours at Community Hospital.
- g) Food and beverage spills must be addressed immediately.
- h) *Food must be consumed in the Bistro or Patio area only.*

The Neurodiagnostic Institute Conference Room

User Agreement Signature Page

By signing this document User & Sponsor agree to comply with and be bound by the terms of this Agreement.

NDI Sponsor Information

Name: _____ Agency _____ Department _____

Phone & Email _____

Signature _____ Date _____.

Purpose of Event

Date Needed: _____ Date Submitted _____

Meeting Agenda: _____.

Start & End Time: _____.

Total attendees expected: _____.

Guest-Host Information

Name: _____ Agency _____ Department _____

Phone & Email _____

Signature _____ Date _____

NDI Staff Management below this line:

Conference Room: A _____ B _____ C _____.

Approvals: _____ Date: _____