



3800 56th Ave South | Fargo, ND 58104

COMMUNITY ROOM RESERVATION FORM AND AGREEMENT

Please read the **Community Room Policy & Procedures** before completing this reservation form and agreement (located on page 4).

The reservation form can be returned to HIA Health at janell.ness@hiahealth.org. Please contact Janell Ness to confirm availability prior to returning the form. **Submission of this form does not constitute approval of requested use.** Payment must be submitted with signed Community Reservation Form and Agreement. Please contact Janell Ness at (701) 356-1502 with any questions.

Permission to use the community room(s) is not an endorsement by HIA Health. Use of the facility must be consistent with charitable purposes. Rooms cannot be used for any unlawful purposes or any purpose inconsistent with federal and state rules governing 501(c)3 nonprofit organizations.

Contact person (must be at least 21 years of age) _____
Title _____ Email _____
Name of organization _____
Daytime phone _____ Cell _____
Address _____
City _____ State _____ Zip _____

_____ By initialing here, I represent that I am the listed contact person for this meeting or event and agree to comply with all provisions of HIA Health’s Community Room Reservation Form and Agreement along with HIA Health’s Community Room Policies and Procedures, which are hereby incorporated by reference into this agreement and made a part thereof and I agree to be responsible for the obligations thereunder.

Event Request:

_____ One Event Only
Meeting Date: _____
_____ Reoccurring Events (*If your event is recurring with the same information, please list all of the dates on one form.*)
Meeting Date(s): _____

Set-up arrival time _____ Actual meeting time _____
Number of attendees expected _____ Departure time _____
Nature of meeting _____
Name of meeting (if applicable) _____
Type of organization _____

Are you a nonprofit organization? Yes No Tax ID # _____

COMMUNITY CENTER ROOMS

Groups are strongly encouraged to reserve community rooms well in advance of the requested date, with a minimum of at least 48 hours prior notice. Reservations may be made up to 6 months in advance.

Please select the room that best meets your needs:

COMMUNITY CENTER ROOM #1 (6 SMALL TABLES, SEATS APPROX. 12)
Can seat up to 27 people without tables.

COST: There is no charge for nonprofits and other civic organizations to use this room. For others, a donation of \$50 for ½ day and \$100 for full day to HIA Health is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

COMMUNITY CENTER ROOM #2 (6 SMALL TABLES, SEATS APPROX. 14)
Can seat up to 45 people without tables.

COST: There is no charge for nonprofits and other civic organizations to use this room. For others, a donation of \$75 for ½ day and \$150 for full day to HIA Health is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

COMMUNITY CENTER ROOMS #1 & #2 (14 SMALL TABLES, SEATS APROX. 22)
Can seat up to 72 people without tables.

COST: There is no charge for nonprofits and other civic organizations to use this room. For others, a donation of \$125 for ½ day and \$250 for full day to HIA Health is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

COMMUNITY CENTER ROOM #3 (16 SMALL TABLES, SEATS APPROX. 30)
Can seat up to 98 people without tables.

COST: There is no charge for nonprofits and other civic organizations to use this room. For others, a donation of \$150 for ½ day and \$300 for full day to HIA Health is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

COMMUNITY CENTER ROOMS #1, #2 and #3 COMBINED (30 SMALL TABLES, SEATS APPROX. 75). Can seat up to 196 people. HIA Health has 117 chairs. Your agency would need to provide additional chairs if needed.

COST: There is no charge for nonprofits and other civic organizations to use this room. For others, a donation of \$225 for ½ day and \$450 for full day to HIA Health is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

Will you be using AV equipment? Yes N

Description of Equipment: _____

(Note: HIA Health does not provide a laptop)

Will you be serving food and beverages? Food Beverages N/A

(No alcohol is allowed)

Will you be using a caterer? Yes No



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I have read and agree to abide by and uphold the Policies and Procedures for the Community Rooms Reservation. I agree to defend, indemnify and hold harmless Hospice of the Red River Valley (dba HIA Health) and any of its board members and staff from and against any, and all personal injuries and/or loss of personal property sustained by attendees arising out of or related to the facility use.

Our organization accepts responsibility for clean-up of the room and/or grounds and will be financially responsible for any costs, damages or replacement of HIA Health's property, including its facility or equipment, as well as any cleaning costs as determined by HIA Health resulting from our use of the facility. HIA Health retains final authority for implementing these policies and approving usage of the facility.

Reservations cannot be transferred to another group without making prior arrangements with HIA Health.

By signing below, I affirm that I have received, read and understand the Policies and Procedures for the Conference Rooms and shall abide by those Policies and Procedures.

Signature _____ Date _____

(Must be 21 years of age)

Please print name _____

Title _____

Phone number _____

Email address if different than contact person _____

Name of organization _____

Address _____

City _____ State _____ Zip _____



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COMMUNITY ROOM POLICIES & PROCEDURES

The following policies and procedures have been established:

1. Staff are present during normal business hours. (Monday through Friday 8 a.m. – 5 p.m.)
2. HIA Health allows its partner charities and civic organizations to use the building but reserves the right to deny or revoke use of the facility to any organization or individual at its sole discretion.
3. Our facility is available after normal business hours and on weekends.
4. If you have questions or would like to schedule a tour, please contact Janell Ness at (701) 356-1502 or janell.ness@hiahealth.org.

Entrance Procedures

1. Doors will be set to unlock ½ hour before your arrival time and ½ hour after your departure time. Please enter through Door 3 for Conference Rooms 2 and 3. Enter through Door 2 for Conference Room 1.

Audio/Visual Equipment:

1. Below shows what equipment is available. **Please bring your own laptop. MAC users: bring adapter to connect with our equipment.**
 - a. Ceiling mounted projection screen
 - b. Conference room equipment - Owl
 - c. Presentation podium (upon request)
 - d. Wireless microphones
2. Guest wireless is available. Use "HIA Guest" under available networks. You will be prompted to register. Choose either email or phone and check agree. Your email or phone will then become your user name and the password will be sent to the one you have chosen.
3. HIA Health assumes no responsibility for equipment brought into the building or left unattended. You may wish to take your belongings with you overnight if you use the facility for multiple days. Use of outside equipment may be denied depending on the nature of the equipment and its impact on the rest of the facility.
4. The projector screens should be turned to the "off" position overnight. Laptops should be taken with you.
5. *Please note – We have limited on call technology staff support available by calling 701-356-1610.

Building/Grounds:

1. Organizations will be held financially liable for any damage to or loss of equipment, furnishings or other property. Privileges may be revoked if damages occur. This applies to the building, parking lot and grounds.
2. The building is accessible to people with disabilities. Assistance animals are permitted.
3. There are approximately 150 parking spaces. They are free to you and your guests during the use of the facility.

4. Tables and chairs can be reconfigured. Please return them to their original layout when your event has ended.
5. Open flames, incense, fog/haze machines and hazardous materials, including but not limited to paints and solvents, are prohibited. Stern-o flames are permitted only by caterers and should be removed from the building after use.
6. The use of tobacco products is not permitted in the building, parking lot or grounds.
7. Do not tape, tack or adhere anything to the walls, doors, windows or ceilings. Please do not slide tables across the carpet. Pictures should not be removed from the walls. Please do not use glitter or confetti. Remove decorations/displays when your event has ended.
8. Equipment, supplies or personal belongings cannot be stored in the reserved space before or after use unless arrangements have been made with HIA Health.
9. HIA Health is not responsible for items left behind.
10. Filming in or around the building must be pre-approved.
11. During winter months, snow may have accumulated on the sidewalks and you may wish to arrive early enough to clear it from walkways. Please make special arrangements with us for weekend snow removal.
12. An adult age 21 must be present at all times.

Cancellations:

1. In the unlikely event we may have to cancel your reservation, we will notify you as soon as possible and reimburse your donation.

Cleaning:

1. We operate with great fiscal responsibility and do not have daily janitorial service.
2. When your event has ended, please clean your meeting space(s). This will include a variety of things such as washing tables and wiping down chairs if needed. An exit checklist with cleaning instructions, as shown in Exhibit A, will be provided when you arrive for your event. Cleaning supplies are provided.
3. An additional cleaning fee will apply to all users if a cleaning service is necessary.

Emergency Procedures:

1. Contact information after normal business hours:
 - a. In the event of a fire, pull the closest fire alarm and call 9-1-1. The pull stations are located in the vestibule of Doors 2 and 3. In the event of a medical emergency call 9-1-1.
 - b. If there's a problem inside (other than audio visual equipment) or outside the building that needs immediate attention, contact Facilities at 701-356-1505.
2. An AED (Automated External Defibrillator) for sudden cardiac arrest is located in the hallway to the inpatient unit. It is in the kitchen alcove.
3. Guests should take immediate action to ensure their own safety. When fire and smoke are present, evacuate the building.
4. Emergency maps are located near each exit and identify evacuation routes and storm shelter locations.

Food and Beverages:

1. Food and beverages are allowed in all rooms. Plan to arrive early enough to prepare these items. There is limited counter space or you may use one of the tables if you wish.
2. Beverages must be kept in covered containers.
3. You can bring in food or use a caterer. If using a caterer, please make arrangements, including delivery and pick-up times. Please be present to accept deliveries.
4. Paper products are not provided (plates, napkins, cups, etc.)
5. Dispose of any food leftovers before you leave the building in the outdoor receptacle area on the south side of the building or bring along containers for packaging to take them with you.

Services:

1. Wireless internet is available throughout the building. Please review the instructions listed above to use the wireless internet.
2. Please arrive prepared with your meeting materials. There is not a photocopy machine available for use by the public.



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Exhibit A – Exit Checklist

Please check items that apply. Sign, date and leave on the counter before you leave.

Signature

Name of Organization

Date

- _____ Power down AV equipment by selecting “end meeting.” Turn the projector screens to the “off” position.
- _____ Wipe tables and chairs if needed. Cleaning supplies are located across the hall in the Housekeeping Room (#529). There will be a key available on the counter.
- _____ Vacuum floor if needed. (Vacuum is located across the hall in the Housekeeping Room (#529). Please clean and empty vacuum after use.
- _____ Return room to its original layout.
- _____ Empty garbage container if food was served. Discard in garbage receptacle located on the south side of the building.
- _____ Replace liner in garbage container. Liners are located in the Housekeeping Room (#529)
- _____ Turn off conference room light.
- _____ Please let Facilities know if there are any damages to the facility (701) 356-1505.