

# FISHERS COMMUNITY CENTER POLICY FOR RESERVING MEETING ROOMS

The Fishers Community Center (FCC) provides public meeting space for groups to meet. Reasonable rules and guidelines have been established to assure the maximum enjoyment of these amenities.

## I. Purpose

This Meeting Room Policy establishes the rules and procedures for use of the FCC’s meeting facilities. Permission to use the facility’s meeting rooms does not constitute the FCC’s endorsement of a group’s philosophies, policies, or beliefs.

## II. Authority

The FCC Director, or designee, has the authority to supervise meeting room use and to interpret policy. All applicable state and federal laws, as they may be amended, are hereby incorporated as part of this policy.

## III. Eligible Organizations

The FCC allows groups to reserve meeting rooms on a first-come, first-served basis, as available, or in cases of conflict, according to the following order of priority:

Group #1	Programs and functions for the City of Fishers, Fishers Community Center, and Fishers Health Department
Group #2	Partnerships (jointly City sponsored events) with Group #1
Group #3	Meetings sponsored by not-for-profit organizations based in Fishers, whose missions and values align with the City of Fishers. A non-profit group is defined as a group with 501(c)(3) status. Proof of status may be required.
Group #4	Clubs and community/HOA/social organizations based in Fishers, whose missions and values align with the City of Fishers. Preference will be given to local groups and organizations having at least 75% of their membership living in Fishers.
Group #5	Businesses based or located in Fishers whose missions and values align with the City of Fishers.

The FCC reserves the right to cancel or reschedule room reservations.

## **IV. Prohibited Functions**

Meeting rooms will not be made available to any group or organization that promotes discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability.

Further, the following types of functions are prohibited:

- No gambling, games of chance, bingo, casinos, or wagering of any kind.
- No gatherings for the purpose of commercial sales.
- No fundraisers, such as garage sales, bake sales, etc.
- No private/personal parties or events, such as weddings, graduations, or birthday parties.
- No rentals will be allowed for any rooms or spaces at the FCC.
- No political parties are allowed to use the meeting rooms.

## **V. Event Promotion**

Publicity prepared by an organization concerning meetings (news releases, brochures, flyers, etc.) must carry the name and phone number of the sponsoring organization. The FCC cannot be identified as a sponsor, nor may the telephone number, email address, or website for the FCC be used as a contact number for the group or organization. No signs or posters pertaining to non-City sponsored meetings may be posted on FCC property.

## **VI. Reservations**

### ***A. Internal (City) Meeting Room Reservations***

For Groups #1 and #2 of the Eligible Organizations, meeting space may be reserved at any time, up to one (1) year in advance, with no limitation on the number of times per calendar year.

### ***B. External (Public) Meeting Room Reservations***

For Groups #3, #4, and #5 of the Eligible Organizations, reservations must be submitted to the FCC no less than seven (7) days prior to a proposed meeting date and no more than three (3) months in advance. For fairness, scheduling use of the FCC's meeting facilities is limited to no more than four (4) times per calendar year, per group or organization. The group in whose name the reservation has been confirmed shall be the same group using the space for which the application is made (reservations cannot be made on behalf of others). Meeting rooms may be reserved by patrons 18 years or older, for groups including guests of any age. Guests under the age of 18 must be accompanied by an adult age 18+.

## **VII. Fees and Deposits**

Room reservations are free of charge for qualifying groups. A deposit will not be required to book a meeting room.

## **VIII. Responsibility**

Each group or organization shall assume full responsibility for any damages and shall authorize an individual to make reservations on its behalf (“responsible party”). Any groups or organizations that cause damage to FCC property will not be permitted to reserve meeting rooms in the future.

The responsible party will sign a liability waiver on behalf of the group or organization upon confirmation of the room reservation.

The FCC does not assume any responsibility or liability for the damage or injury to any person or property occurring as a result of activities of a group or individual using the meeting rooms. The FCC is not responsible for any lost or stolen items. Any unattended/abandoned items may be moved to lost and found.

## **IX. Meeting Rooms**

### **A. Amenities**

Meeting rooms are equipped with tables, chairs, a sink, countertop space, and an 86” flat screen display. Additional facility amenities include Wi-Fi and access to restrooms, drinking fountains, and free parking. Access to the FCC meeting rooms does not grant a group or organization access to any member-only areas of the facility, unless members of the group or organization have their own FCC memberships.

### **B. Food and Drink**

Food and non-alcoholic beverages are permitted in the meeting rooms. The FCC does not provide paper goods or catering service. The group or organization using the meeting room is responsible for the removal of leftovers and ensuring that all garbage is in the appropriate receptacle.

### **C. Clean-Up**

Facilities and equipment must be left in the same condition as found prior to the meeting or activity. The meeting room must be cleaned up after the group’s function and returned to its original configuration.

## **X. General Rules for Meeting Room Use**

### **Prohibited Activities**

- No alcohol.
- No weapons.
- No drugs.
- No smoking or vaping.
- No animals – only animals providing personal assistance to the owner are allowed, such as service dogs.
- No open flames, lit candles, or chafing dishes.
- No glitter, confetti, rice, birdseed, etc.
- No loud music or unsafe activities.
- No objects are to be attached to the floors, walls, ceiling, doors, or furniture by any method. (note: removable mounting putty is permitted)
- No chewing gum.

### **Additional Rules**

- All activities in the meeting rooms must be free of charge to attendees.
- Chairs and tables are not to be removed or switched out of the room.
- Room dividing walls are to be operated only by FCC staff members.
- Attendance is limited to the capacity of the individual meeting rooms, as set by local and state safety and occupancy codes.
- Room exits may not be obstructed.
- Meetings and activities shall be conducted in an orderly manner. Noise must be kept at a reasonable level.
- Equipment and furnishings, including tables, must be protected from damage by glue, paint, heat, etc.
- The FCC will not store personal property, equipment, and/or supplies before or after a meeting.
- Group members are responsible for room clean-up at the end of the meeting. The group's reservation time should include any time needed for set-up and clean-up.
- Meetings must end at the scheduled time, which includes any necessary clean-up.

Failure to comply with these rules may result in cancellation of further use of the FCC facilities.