

## **CENTRAL KENTUCKY COMMUNITY FOUNDATION HOME OF PHILANTHROPY COMMUNITY HALL GUIDELINES**

Central Kentucky Community Foundation Community Hall is available to the community and will serve as a meeting facility for community-based organizations and initiatives. The Community Hall is also offered to corporations and businesses on a limited basis with priority given to nonprofit organizations.

***Please instruct your guests parking is available to the right of the building. Guests should enter the Community Hall through the lower level back doors.***

- The purpose of CKCF's Community Hall excludes personal meetings such as political functions, parties, showers, receptions and reunions.
- Wall partitions are to be moved by CKCF staff ONLY. Requests to set up partitions need to be made at time of rental reservation.
- Each organization is responsible for the set-up of tables and chairs. Set up and cleaning charges may apply for meetings that require CKCF support.
- The Community Hall must be left clean and in good condition. Return all items to their proper place is expected. All spills should be cleaned immediately, and surfaces wiped clean. A charge may be assessed for any stains or damage to the facility. Restrooms must be left clean and orderly. Mops, brooms and cleaning supplies are available in the kitchen.
- Any for profit business or organization using the Community Hall will be charged a \$50.00 nonrefundable deposit for each meeting.
- Smoking or vaping is NOT allowed in any part of the building.
- Alcohol use is NOT permitted.
- Outside doors should not be propped open.
- All lights must be turned off and all doors must be locked when leaving.
- No tape, staples, nails or other means are to be used to attach anything to the walls, floor, ceiling or doors.
- No glitter, confetti, sprinkles or silly string may be used in the facility or thrown outside the building.
- Interior entrance doors should NEVER be locked.
- Access to the main floor of the Home of Philanthropy is prohibited with the use of the Community Hall.
- A usage agreement must be signed to secure use of CKCF's Community Hall.
- An organization may not utilize the Community Hall in excess of two times per month. CKCF reserves the right to limit the use of the facility to organizations.
- CKCF reserves the right to cancel reservations if an emergency meeting becomes necessary for CKCF business.
- Failure to follow these regulations may result in refusal by CKCF to allow future use of the Community Hall.