

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.