

Meeting Room Use Policy
KOSCIUSKO COUNTY COMMUNITY FOUNDATION, INC.
102 E. Market St.
Warsaw, IN 46580
P: 574.267.1901 | F: 574.268.9780

All requests for use of meeting room require approval of the Foundation's CEO. Please identify one member of your group as the person responsible for:

- **Returning this form completed with a 4-digit Access Code** to be used on the keypad of our Market Street door, which allows access into the building using the keypad and should be used only by the person assigned to open the front doors of the building, facing Buffalo Street.

Opening up the building/Meeting Room Use. DO NOT PROP OPEN EXTERIOR DOORS.

- The assigned person will access the lower level meeting room either using the elevator or stairs, then go through the lower level hallway, up the main stairway, go through the interior door way (**make sure to unlock the interior door**) and using the small black allen wrench on the window sill, unlock the main entrance exterior doors by pushing in the crash bar and turning the allen wrench. **These doors must be relocked following the meeting.**
- If your members need to use the elevator to access the lower level, they must enter the building through the Market Street door, and you should have a meeting host arrange opening the Market Street door for them. Instructions for elevator use are posted. Please note a two person maximum. **The telephone extension for the lower level kitchen is 232**; in case someone needs to be reached in the event of an emergency.
- **You may configure the tables to meet the needs of your committee or organization.**
- **Only Post-it Easel Pad sheets can be attached to the walls. NO TAPE!!!**
- **Use of the kitchen during the meeting is allowed, including the coffee maker. If food is served, the group/organization must provide all paper products; cups, plates, silverware, napkins, etc.**

• **NO RED COLORED DRINKS ALLOWED IN BUILDING – Please leave the portable wall alone!**

- **Clean up:**

Immediately following the meeting:

- **All trash must be bagged and removed from the building. Trash bags are located in the janitorial closet next to the women's restroom.**
- You may use the Kosciusko County Community Foundation dumpster located in the alley to the right as you exit the Market Street door. The dumpster is marked "Kosciusko Found".
- **Please clean all kitchen counters, sinks and appliances, and meeting room tables prior to leaving the building.** Paper towels, disinfectant, and dish detergent are located underneath the kitchen sink.
- **Please remove all food used during your meeting before you leave.**
- **The group/organization will be responsible for securing the building following the meeting.** Secure outside main entrance using the black allen wrench. Insert wrench into hole on bar on door, turn until bar pops out.
- **DO NOT PROP OPEN EXTERIOR DOORS.**
- **The Kosciusko County Community Foundation, Inc. will not be responsible for lost or stolen items.**

FAILURE TO LEAVE THE MEETING ROOM IN GOOD ORDER WILL RESULT IN A \$75.00 FEE CHARGED TO YOUR GROUP/ORGANIZATION.

By signing this agreement I/We agree to comply with the above statement and instructions.

Organization Representative Signature

Date

Printed Name

Access Code – 4 Digits

Organization Name

Phone Number