

UWRI Usage Guidelines and Contract

The United Way of RI invites nonprofits and government-related groups to meet at 50 Valley Street. As part of our commitment, UWRI would like to make available to the community our Conference Room as a meeting space during UWRI's public hours of 8:00 am - 4:30 pm at low cost.

For additional information on using 50 Valley Street for a meeting or an event, contact Angelo Miccoli at (401) 444-0646 or at angelo.miccoli@uwri.org.

Usage Guidelines

Use of the United Way of RI's rooms, pricing, and these policies refer to nonprofit and/or government-related group usage of 50 Valley Street only. Others may contact UWRI for other usage, which will be determined on a case-by-case basis. UWRI reserves the right to determine appropriate use by an organization.

While UWRI will do all we can to make your gathering a successful one, we are not a function operator: UWRI does not provide valets, food preparation, catering, bartenders, liquor licenses, or reception services. We only provide the room, tables and chairs. We will make available basic furniture and set up within reason.

- The organization/agency hosting the event is exclusively liable for any damage or injuries related to its use of the facility or caused by its actions or neglect or those of its guests or attendees; and shall indemnify and hold UWRI harmless from any loss, liability or claim related thereto. The United Way shall have no assumed responsibility for the loss of, or damage to, personal property and/or equipment brought onto the premises.
- An organization should not use the name "United Way of RI" or in any way imply UWRI sponsorship in any of its function publicity unless it has obtained our prior written consent.
- The signature page at the end of this contract must be filled out in its entirety and signed.

Available Room

Conference Center

The Conference Center can seat up to 50 persons cafeteria-style.

Meeting room usage during normal business hours, because of their proximity to UWRI's administrative offices, is subject to certain additional restrictions. See especially "Noise Levels" and "Restricted Areas" under "Restrictions".

Restrictions

Please help us ensure that you and your guests have a safe, secure and enjoyable visit by abiding by these restrictions:

You are responsible for guest registration.

It is the responsibility of the hosting organization/agency to assign a member of their own organization/agency to handle registration or entrance from the main entrance into the reception area. This person is required to arrive before all attendees and/or guests and will need to be prepared with a registration list (as a check-off). Once all guests have arrived, the registration list (annotated to indicate guests present) must be given to the UWRI receptionist.

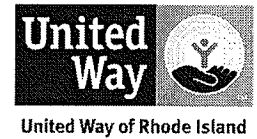
The noise level must be controlled during office hours.

It is very important for all guests to be mindful of the fact that the United Way of RI is an office building and that sound does resonate throughout the office areas. This is especially important between 8:00 am - 4:30 pm. To help minimize this, it is best for people to quietly travel through the lobby area into the reserved room and not gather and engage in loud conversation in the lobby area. It is the responsibility of the organization's function organizer to pre-determine (given the nature of the function) if it will be conducive to this office environment.

You are responsible for keeping your guests out of restricted areas.

The on-site representative from the contracted organization/agency is responsible to ensure that neither they, nor their guests or attendees, enter any areas that are restricted to the United Way of RI staff only (i.e. office areas, staff kitchen/lounge, etc.) for any reason and should remain within the reserved and common areas. (Note: If

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while on the premises, an attendee would like to visit with one of our staff, please check with our receptionist who will contact the staff person to verify their availability.)

Do not rearrange meeting room furniture.

Unless prior arrangements were made, the furniture in the meeting room should not be rearranged by any organization/agency or their guests or attendees.

Food, beverages, supplies, equipment and clean-up are your responsibility.

The organization is expected to be self-sufficient, providing its own supplies and equipment including audio-visual equipment, sound equipment (as applicable), extension cords/power strips, easels, pads, markers, pencils/pens, etc. The organization is also responsible for all set-up, clean-up, food preparation and services, which includes kitchen supplies (i.e. cups, plates, eating/serving utensils, tea, coffee, etc.). Groups are expected to leave the room in the condition in which it was found. All materials must be removed and trash placed in the appropriate containers.

We do not provide display charts, decorations, etc. in the meeting room.

Flip chart sheets/decorations may be applied only to the wooden or glass areas in the reserved room. This is only permissible using masking tape or flip chart paper with a pre-glued strip at top. Do not drape or hang anything from the light fixtures (extremely hot!) Existing room décor (wall hangings, pictures, etc.) should not be adjusted or removed from walls or rooms.

We do not offer copying/faxing/mail handling services.

The United Way of RI does not provide staff or access to services such as copying, faxing (incoming & outgoing) or mail handling for the hosting organization/agency or their guests.

Phone use is not available for public use.

The United Way of RI does not have phones available for public use. In the event of an emergency, please check with the receptionist (in the lobby) who will direct you to the appropriate phone.

No smoking.

The United Way of RI is a non-smoking facility.

Flammable/combustible devices or substances are not permitted.

The United Way of RI prohibits the use of any device or substance that is deemed a potential fire, or explosive, source, or is otherwise potentially harmful, and reserves the right to make this determination in its sole discretion. Any questions in this regard should be directed to our Director of Internal Operations.

Parking is available.

The United Way of RI offers parking for community meetings at the lot on 89 Valley Street (across from Cuban Revolution Restaurant) where there is ample parking during the hours of 8:00 am – 4:30 pm. From 4:30 pm on, meeting guests may use the United Way parking lot at 50 Valley Street. The main entrance is the entrance with the canopy overhead on San Souci Drive.

Costs to Use 50 Valley Street

Please note: these costs only apply to nonprofit and government-related organizations. All other provisions of the guidelines and contract still apply.

Daytime Use

UWRI charges a nominal fee of \$25.00 for up to four hours, and \$50.00 from four to eight hours, for meetings held by nonprofit or government-related agencies during UWRI's normal business hours (8:00 am - 4:30 pm).

Scheduling must be made at least three weeks in advance, and full payment & signed contract must be received within one week of the scheduled function.

Evening Use

The cost of using the UWRI Conference meeting room on weekdays from 4:30 pm on is \$100.00, up to a four-hour maximum. Meeting requests for weekends or holidays will be addressed on a case-by-case basis. Gatherings must be scheduled at least three weeks in advance to ensure proper personnel coverage. Full payment and signed contract must be received two weeks before the scheduled function.

Note: Alcoholic beverages are not permitted anywhere in the UWRI building.

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All requests must be sent to Angelo Miccoli at angelo.miccoli@uwri.org. Once room availability is determined, you will receive notification as to the status of your request. The set-up/clean-up/catering service time must be included in total time reserved.

Organization name _____

Contact name _____

Contact phone # _____ Email _____

Type of meeting/function _____

Day and Date of function _____

Start/end time of event _____

Number of persons expected _____ Will you be bringing in food? _____

The above guidelines constitute a contract legally binding upon the organization named above. The person signing below, by so signing, represents that the person has the authority to bind the organization.

Signature _____

Print Name _____

Title _____

Date _____