



FACILITY USE AGREEMENT

The Rhode Island Foundation is fortunate to have great convening space at One Union Station, and we are pleased to open our doors to the community by allowing nonprofit organizations to use our space for meetings and events. In order to maintain our facility, safeguard the business needs of our employees, and better serve the organizations that use our space, we have developed the guidelines below.

Your event reservation time must take place during our regular business hours (Monday through Friday, 8:30 a.m. – 5:00 p.m. (EST) and must be inclusive of your set-up and clean-up time. There is no cost for nonprofit organizations to use our space however Foundation activities and meetings have priority for room usage, and we reserve the right to relocate an organization's meeting to another space should an internal need arise.

The organization agrees to indemnify and hold harmless the Foundation against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of the Foundation facilities. The Foundation may, depending on event details and number of attendees, request that an organization obtain a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1,000,000 and naming the Rhode Island Foundation as "Additional Insured".

- **Prohibited Events:** The following events are prohibited at the Foundation: fundraising events, events at which an admission fee is charged or products are sold or auctioned, political candidate fundraising or endorsement meetings.
- **Parking:** The Foundation does not own the parking lot used by our staff and guests and, unfortunately, we cannot validate parking for groups utilizing the Foundation's meeting space. Please advise your guests in advance. The closest parking garage is Union Station Garage located at 5 Memorial Blvd. Rates and additional information can be found [here](#). Limited street parking is also available along Exchange Terrace.
- **Guest Registration:** For groups with 15 guests or more, it is the responsibility of the hosting organization to assign a representative to handle attendee registration in the first floor lobby. This person is required to arrive before all attendees and will need to be prepared with a registration list. For security reasons, a list of attendees should also be sent to the Communications and Marketing Associate, no later than the day before your event.
- **Restricted Areas and Additional Space:** The onsite representative from the organization is responsible for ensuring that guests do not enter any areas that are restricted to Rhode Island Foundation staff (i.e. office areas, staff kitchen/lounge, etc.). If while onsite, you or a guest has a request for additional space, please ask our receptionist (1st floor lobby) to contact our Communications and Marketing Associate who will check on availability. Guests should never assume that a vacant room is available. (Note: If while on the premises, a guest would like to visit with one of our staff, please check with our receptionist who will contact the staff person to verify their availability.)
- **Noise Level:** We ask all guests to be mindful of the fact that the Rhode Island Foundation is an office building and sound does resonate throughout the office areas. Please remind your guests that noise and activity levels should be controlled, especially when in the lobby areas. It is the responsibility of the organization to pre-determine if this office environment is conducive to the nature of your function.

- **Cell Phone Usage:** Cell phone use is prohibited in both the first and second floor lobby areas.
- **Catering:** We will need to know the name of the caterer, along with stated times for set-up, clean-up and kitchen use (if applicable). The reserved time must be inclusive of this requirement and the caterer must return within the reserved time to pick-up and remove all food/equipment. Organizations are responsible for leaving the facility in “broom clean” condition.
- **Alcohol:** For any event where alcohol will be served, one of the Foundation’s approved caterers must be used. Additionally, no “cash bar” events are allowed. Please contact the Communications and Marketing Associate for a list of our approved caterers.
- **Equipment:** Audio/visual equipment must be requested prior to your meeting. For assistance with equipment that you have reserved, please check in with our receptionist, who will contact the appropriate staff person to assist you.
- **Supplies:** Organizations are expected to provide their own supplies. This includes kitchen supplies (i.e. cups, plates, eating/serving utensils, tea, coffee, etc.) as we do not provide any food/beverage services. As applicable, the reserving organization should secure these arrangements directly with a caterer of their choice.
- **Deliveries:** Any additional equipment rental deliveries must be scheduled as part of the reserved time.
- **Media:** Any communications or outreach materials containing the Rhode Island Foundation name or logo must be reviewed and approved by the Foundation prior to release. In addition, the Foundation must be made aware of any media that will be present at the organization’s event.
- **Administrative Services:** We do not provide access to services such as copying, faxing, or mail handling.
- **Public phones:** Phones are not available for public use. In the event of an emergency, please check with the receptionist (1st floor lobby).
- **Decorations:** Any questions regarding decorations should be directed to our Communications and Marketing Associate. In rooms with wooden closet doors or wooden columns, it is permissible to post using masking tape or pre-glued flip chart sheets. Please do not post to glass or wall paper. Do not drape or hang anything from the light fixtures. Existing room décor (wall hangings, pictures, etc.) should not be adjusted or removed from walls or rooms.
- **Restricted Items:** We prohibit the use of any device or substance that is deemed a potential fire or explosive source and reserve the right to make this determination.
- **Smoking:** The Rhode Island Foundation is a non-smoking facility.
- **Cancellation & Disruption Policy:** The Foundation has implemented a cancellation and disruption policy for all groups that are confirmed to use Foundation space. Failure to utilize the space for the stated and agreed to purpose, failure to follow the intent and guidelines presented in the Facility Use Agreement, reservations of space that goes unused, or cancellations on short notice (see cancellation policy below) create complications for Foundation team members who are responsible for room set up and space reservations, and unnecessarily denies other groups the opportunity to utilize the space at the Foundation.

- **Cancellation Policy:** Cancellations must be made 12-24 hours prior to your meeting. Cancellation notification must be submitted in writing to Jamie Hull at jhull@rifoundation.org.
- **Disruption Policy:** The Foundation reserves the right to deny reservations to groups who have consistently failed to utilize the space for the stated and agreed to purpose, have failed to follow the intent and guidelines presented in the Facility Use Agreement, have failed to be present for their reserved time, or who consistently cancel reservations outside of the 12-24 hour cancellation window.

Questions? Please contact Communications and Marketing Associate: Jamie Hull, jhull@rifoundation.org, 401.427.4003