

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: promotional events or meetings hosted by for-profit entities; fundraising events, events at which an admission fee is charged, or where products are sold or auctioned; recurring meetings of an organization's staff, board, or committees; partisan political events including candidate fundraising and/or endorsement events; and external conferences or large meetings requiring the use of multiple spaces throughout the building, as this interferes with our regular business.
- **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](#). This garage uses an electronic security system for entering and exiting the garage. Please remember to bring your parking slip/QR code with you when leaving your vehicle. 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 Officer, no later than the day before your event.

- **Access to the building:** The front entrance located on 40 Exchange Terrace is the primary entry and exit point for all guests. Guests with limited mobility may contact the Foundation 24 hours in advance to reserve an accessible parking spot on Exchange Terrace. Additionally, limited elevator access is available within the Track 15 Food Hall located at the ground level of our building. If you or a guest require elevator access, please let us know in advance so that we can arrange to meet you at the Food Hall entrance.
- **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 team members (i.e. office areas, staff kitchen/lounge, etc.). If while onsite, you or a guest has a request for additional space, please ask our Communications and Marketing Officer who will check room availability. Guests should never assume that a vacant room is available.
- **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 Officer for a list of our approved caterers.
- **Equipment:** All meeting rooms are equipped with a screen and webcam/mic. Please be advised that hybrid set-ups in the Rhode Island Room and Gallery are challenging to support due to acoustics in those two spaces – and may not provide the best guest experience. Requests for technology must be included in the room reservation notes at the time of booking. This is not something we can accommodate at the last minute. For assistance with equipment the day of your meeting, please contact a member of our IT and Facilities Team to assist you.
- **Supplies:** Organizations are expected to provide their own meeting supplies. This includes kitchen supplies (i.e. cups, plates, eating/serving utensils, tea, coffee, etc.) as we do not provide any food/beverage services. Organizations are responsible for securing 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:** Foundation phones are not available for public use.
- **Decorations:** Any questions regarding decorations should be directed to our Communications and Marketing Officer. 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. Additionally, in accordance with Rhode Island state law, smoking is not permitted within 25 feet of any building.
- **Commitment to Sustainability:** The Rhode Island Foundation is committed to increasing overall awareness and organization-wide participation in environmentally sustainable best practices. Please refrain from putting leftover handouts or paperwork in mixed recycling bins after events. Paper recycling bins will be available. Whenever possible, please ask your caterer to use recyclable, reusable or compostable utensils, platters, and serving ware.
- **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? Contact Jamie Hull, Communications and Marketing Officer, at jhull@rifoundation.org or 401.427.4003

1 Union Station
Providence, RI 02903

401.274.4564
rifoundation.org

Acknowledgement of Terms

The individual signing this agreement agrees to comply with and inform all meeting participants of the guidance outlined within this Facility Use Agreement.

SIGNATURE

DATE

PRINTED NAME