



## Food Bank of Iowa Room Reservation Agreement

### 1. Use of Facilities

- Office hours are Monday through Thursday from 7:30am-4:30pm and Friday from 7:30am-2pm. Reservations requested outside those hours will be handled on a case-by-case basis and are subject to staff availability.
- Smoking is **strictly prohibited** anywhere on Food Bank of Iowa property.
- Food Bank of Iowa is a collaborative work environment. Users and participants must keep noise to a reasonable level and conduct personal phone calls outside of the building.
- The User is responsible for ensuring all participants act in a respectful and professional manner at all times.
- Food Bank of Iowa maintains a secure facility in accordance with strict food safety protocols and our facility will remain locked at all times. Guests will enter through the front door, use the buzzer for access, sign in upon arrival and sign out upon departure.

### 2. Room Condition and Cleanup

- The User agrees to leave the meeting space in the same condition as when they arrived.
- The User agrees to take trash to the dumpster, located on the south side of our facility.
- Food Bank of Iowa reserves the right to charge the User for any damage, excessive mess, or additional cleaning required as a result of the room use.

### 3. Audio/Visual

- Conference spaces are equipped with standard audio-visual technology.
- Presentation connectivity is available via HDMI and USB-C connections (provided).
- Conference phone available.
- User must have their own log-in credentials for virtual meetings.

### 4. Responsibility and Liability

- The individual reserving the room assumes full responsibility for all participants and activities associated with the reservation.
- Food Bank of Iowa is not responsible for lost or stolen items.
- The User agrees to be financially responsible for any damage caused by themselves or their participants.
- The User agrees to treat all employees, vendors and guests with respect and fairness.
- Disrespectful or discriminatory conduct by the User and/or their participants will result in termination of reservation and future use of rental space.

### 5. Parking

- Food Bank of Iowa provides staff, volunteers and guests parking on the North and East sides of our building. Additional parking is available in the overflow lot on the West side of our building.
- Parking along the curb or in the street is strictly prohibited. Food Bank of Iowa provides staff, volunteers and guests

**6. Items available for your use**

- Food Bank of Iowa provides coffee, cups, creamers and stir sticks.
- Water and Ice machine.
- Coca-Cola machine (\$0.50/can).
- Refrigerator and freezer space may be available upon request and must be approved in advance of your reservation.
- Easels

**7. Items not provided by Food Bank of Iowa**

- Extension cords
- Plates, silverware, serving utensils, napkins
- Post-It easel pads/markers

**8. Cancellation/Reschedule Policy**

- Should you need to cancel or reschedule your room reservation, we ask that you do so with as much advance notice as possible.
- Rescheduled events will be subject to room availability.

**9. Enforcement and Future Reservations**

- Food Bank of Iowa reserves the right to cancel a reservation or deny future reservations if any terms of this Agreement are violated.
- Failure to comply with these guidelines may result in immediate termination of room use

**Acceptance of Terms**

Submission of a room reservation request or use of the facility constitutes acknowledgment, understanding, and acceptance of this Agreement in its entirety.