



## UW CIC COMMUNITY ROOM POLICIES

Requests for the use of United Way Community Impact Center (UW CIC) Community Rooms will be approved according to the following priorities:

- United Way of Greater Yankton and UW CIC tenant programs and/or meetings, including events co-sponsored by United Way
- United Way funded partner meetings and events
- Not-for-profit educational, cultural, intellectual, civic, or charitable organizations
- Civic entities directly serving Yankton County residents
- Public, private, and other groups not described above and not excluded as provided in this policy

### **General Information and Rules for UW CIC Community Room Use:**

Groups utilizing UW CIC Community Rooms shall not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship.

UW CIC Community Rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.

Religious worship, private events, political canvassing, or social uses such as parties and play groups are prohibited.

United Way Leadership may approve use of meeting rooms for certain events, such as training workshops or charitable events, for which an attendance fee is charged. In these cases, the event organizer must collect all fees from participants. United Way will not assist in collecting or processing such fees.

Events must comply with all United Way policies and should not interfere with UW CIC operations. The UW CIC must maintain a safe and professional environment; therefore, public use of Community Rooms that, in the judgment of United Way staff, interferes with UW CIC operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions.

Any publicity made by the group for the event/meeting should include the following disclaimer: *"Event space is provided as a community service by United Way of Greater Yankton. United Way neither sponsors nor endorses this event nor the presenting individual or organizations."* Written materials that do not include the disclaimer will be taken down and future use of the space may be prohibited.

Use of Community Rooms will preferably take place during UW CIC business hours (Monday - Friday, 8:30am - 5:00pm). If after hour use is requested and approved, United Way will instruct user on further security procedures.

Video conferencing and speaker technologies are available for event use, upon request.

Groups shall be financially responsible for any damage to the space, furnishings, or equipment; causing damage or failing to accept responsibility may result in loss of privileges to use the space on future occasions.

United Way is not responsible for the loss or damage to individual or group property before, during, or after an event.

United Way cannot store or oversee equipment and supplies for any group using the Community Rooms. Loss or damage to UW CIC property will result in assessed charges.

Light refreshments and non-alcoholic beverages are permitted in the space.

Community Room users wishing to serve alcoholic beverages must receive advance approval from United Way Leadership. Alcohol consumption by anyone under the age of 21 is always prohibited. If alcohol is served, the individual making the reservation must be 21 years of age or older, and the individual is personally responsible to prevent underage drinking at the event. The UW CIC requires the responsible person to provide proof of host liquor liability insurance for events at which alcohol is served.

**Groups are responsible for the set-up and clean-up of the space within the timeframe of each reservation. The room should be returned to the original condition it was made available.**

If clean-up by the group is not satisfactory, the individual/community group will be charged for any labor and expenses incurred by United Way for staff overtime or to restore the Community Rooms to its original condition.

No use of tobacco or vape ingestion products is permitted on the property.

Premises are under 24 hour recorded surveillance.

United Way reserves the right to attend any events held within the UW CIC to ensure compliance with these policies.

Failure to comply with United Way policies may result in loss of privileges.

### **UW CIC Fees & Reservations:**

Reservations can be made through United Way of Greater Yankton's website, <http://www.yanktonunitedway.org/uwcic>. A formal request form must be submitted and as needed; non-profit verification may be required. No reservation is confirmed until the request has been approved. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.

Events are booked for the current calendar year. Bookings for the following calendar year may be made starting October 1st at 8:30am. If October 1st falls on a weekend, applications will be accepted on the following business day. United Way reserves the right to change dates and times during which requests will be accepted.

Community Rooms must be reserved at least 24 hours in advance of the event/meeting, provided the space is available.

The individual assuming responsibility for the meeting rooms must be 18 years or older.

In case of a cancellation, the individual responsible for the meeting room reservation must notify United Way as soon as possible for the space to be made available to others.

No group may reserve the space more than three times per week, or for more than a total of 12 hours per month unless by special arrangement.

The individual reserving the space is responsible for the proper use of the Community Rooms and shared spaces within the UW CIC. Responsibility and use of the space is not transferable to another individual, organization, or alternate date.

If the event/meeting is during regular business hours (Monday-Friday, 8:30am - 5:00pm), the main entrance will be unlocked. If the event is after regular business hours, or during holidays, the person reserving the room will need to use an issued one-time access code. This code will unlock the main entrance along Broadway Avenue and will only be valid 15 minutes prior and post requested time events.

Community Rooms are located down the long hallway, toward the east end of the building. Parking is available on the west and south end of the building. Overflow parking can be on the south side of the building or along Cedar Street.

United Way reserves the right to modify or cancel reservations with reasonable notice based on the operational needs of UW CIC and eligibility priorities outlined in this policy.

Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting rooms.