



Homeword

Sustainable Communities for All

**Solstice Conference Room
Use Guidelines and Procedures**

Room Features and Amenities

The Conference Center is located in the Solstice Building at 1535 Liberty Lane, Suite 114. It is available for use by community groups and other organizations. The Conference Center is managed by Homeword and reservations can be made online at www.homeword.org.

The Conference Center is approximately 817 sq. ft. in floor area, not including storage closets and cabinets. The space can be broken down into two or three separate meeting spaces by using room dividers. Conference Room 1 is approximately 336 sq. ft., Conference Room 2 is 204 sq. ft., Conference Room 3 is 204 sq. ft., and Conference Room 2 & 3 combined is 408 sq. ft.

The Conference Room is equipped with:

- Ceiling-mounted LCD projector with automatic screen
- Four built-in speakers throughout the room
- Wireless internet access
- 18 five foot tables
- 50 chairs
- White board wall paint
- Counter with sink and filtered water
- Commercial coffee maker with air pots, Hunter Bay coffee and coffee condiments
- French doors opening to patio
- Break room with kitchen, stove and microwave
- Plates, silverware, cups and glasses

Fee Schedule for Outside Groups

Non-profit organizations

1 - 4 hours.....\$50

4 – 8 hours.....\$75

For profit organizations

1 - 4 hours.....\$100

4 - 8 hour.....\$150

Reservation fees are nonrefundable and due after reservations requests have been approved. Payment must be received within 14 days of reserving the room or the reservation will not be held. Payment is accepted by check or credit card.

Cancellation Policy

- All cancellations should be made within 48 hours of the scheduled time.
- Cancellations should be made by emailing Erin@homeword.org or calling 532-4663 x10.

Scheduling Conference Rooms

The conference room schedule is managed by Homeword staff. All room reservation requests should be submitted through the Homeword website. For questions contact Erin via email at

Erin@homeword.org or by calling 532-4663 x10. All reservations are subject to approval and a first-come, first-serve basis with preference given to Solstice commercial tenants.

Rules and Regulations

Approved uses for the Conference Room include meetings, conferences, programs, workshops, and conferences. The Conference Room is primarily for the use of commercial tenants and their clients. As a community amenity, it is also available for rent by outside community non-profit organizations and groups as well as for-profit organizations with approval. Groups using the Conference Room will agree to be responsible for any and all damages occurring during their event.

- Any adult reserving the room must agree to assume full responsibility for any damage to the facility or equipment which may occur as a result of the group's activity.
- Adult supervision is required at all events. Children under the age of 18 must be supervised by an adult at all times.
- All food particles and spills must be cleaned up, trash must be disposed of and cans and bottles must be recycled in the receptacles available in the room. Users should notify Homeword if the receptacles are full, or empty the receptacles in the trash enclosure on the west side of the parking lot.
- Alcohol is allowed on site (with appropriate liability insurance certificate).
- Business hours are Monday – Friday from 8 AM – 5 PM.
- All conference rooms must be vacated by 10:00 PM.
- Smoking is prohibited throughout the building, including but not limited to the conference rooms, restrooms, break room, basement parking garage, and/or corridors. Smoking is not allowed within 25 feet of the building as detailed above. Commercial tenant staff, clients and guests may smoke in the designated smoker's shelter in or near the river trail, or elsewhere more than 25 feet from the building except where "No Smoking" signs are posted.
- All temporary signs, posters, decorations and tape must be used with care and removed after use. The use of tacks, staples and nails is not allowed.
- No permanent signage, posters or pictures should be put on walls or doors in common areas, including in the conference room.
- No loud noises or functions may take place in the conference rooms that may disturb other commercial and/or residential tenants.
- City Noise ordinance must be followed. Any violation cited and resulting fine will be the sole responsibility of the person or organization reserving the space.
- Crowd control: max occupancy for fire code must be followed (205 Persons). Any citation or fine resulting from violation is the sole responsibility of the person or organization reserving the space.
- Renter is responsible for any damage to the building, furniture, media equipment or fixtures during your use of the space. Please hang items on wall using painter's masking tape or sticky tack (nails & pins cause damage).

- All parking spaces on the north side of the building and the parking garage are reserved for tenants and their guests. If you are not a tenant or a tenant's guest please park on the west side of the building or along Liberty Lane wherever the curb is not painted yellow.
- Please keep off the landscaping.
- Please respect the tenants and surrounding neighbors.
- Homeword is not responsible for any personal injury or personal property damage to the renter or guests while on the premises.
- Renter has use of the chairs and tables. These items must be kept inside the room and put away at the end of the event.
- The group using the room is responsible for setting up tables and chairs used by the group and for returning these items to the original configuration
- All windows must be shut and secured and all doors must be locked prior to leaving.
- Trash should be bagged and taken to the dumpsters to the west of the building (behind Taco del Sol).
- Animals are prohibited in the Conference Room. The only exception is for service animals. Commercial tenants should refer to details in the Solstice Pet Policy.
- Visitor parking is available on the west side (visitor parking clearly marked) of the building and on Liberty Lane.
- A coffee maker, coffee and condiments are provided. The group using the room is responsible for making their own coffee and cleaning up after use, including emptying the coffee grounds into the trash receptacle and rinsing out the coffee pots.
- Failure to abide by these rules may be justification for denial of future use of the Conference Room.

Conference Center Technology

The Conference Center is equipped with a ceiling-mount LCD projector, four built-in speakers and an automatic projection screen. The conference room also has wireless internet access. All equipment is available for use by commercial tenants and outside groups that rent the room. When a group needs to use the A/V equipment, the entire room should be reserved.

- The LCD projector should be powered off when it is not in use and at the conclusion of the event.
- All equipment should be returned to the tech cabinet following the meeting/event.
- Instructions on how to use the equipment are posted in the tech cabinet.

DISCLAIMER: Please be aware that all technology is available for renters to use, but is not supported by Homeword. It is to your advantage and is your responsibility to have a back-up plan in the event the audio/visual systems, wireless internet, etc. are not working. We strive to keep all technological components in good working order, but cannot guarantee compatibility.