

## Children's Board of Hillsborough County Conference Center Terms and Conditions

Please read and sign below to confirm your reservation request and agree to the following Terms and Conditions. This document is required to be signed annually.

- **The Children's Board of Hillsborough County Conference Center:**

- Reservations and use of the building shall not be permitted by any organization, individual, meeting facilitator, or group, for the purpose of marketing, selling, recruiting or otherwise engaging in any practices that result or may result in profits or revenue-seeking activities.
- Reserves the right to cancel any re-occurring meetings for your organization after (3) documented "No Shows". A "No Show" is considered any instance where a reservation has been confirmed for your organization, and the cancellation procedure was not followed.
- May not be used for any unlawful, unauthorized or offensive purpose.
- Strictly prohibits alcohol, and unlawful drugs in the Conference Center and on CBHC property (including all parking areas).
- Strictly prohibits discrimination on the basis of based on sex, race, color, age, national origin, religion, disability, marital status, sexual orientation, gender identity, pregnancy or veteran status in the use of the Conference Center.
- Conference Center personnel are authorized to operate the audio/visual (a/v) equipment. Please contact a Conference Center team member if you are in need of any a/v assistance.

- **Organization Making Room Reservations:**

Your organization is responsible for:

- Ensuring the meeting on-site contact identifies himself/herself, in person, at the CBHC front desk upon arrival, prior to the meeting/event. The responsible party is required to remain in attendance at all times.
- Canceling your meeting/event at least 72 hours prior to the start of the event. (Please contact the CBHC Conference Center personnel by emailing your notice to [reservations@childrensboard.org](mailto:reservations@childrensboard.org)).
- Ensuring that all guests under the age of 18 are supervised by a responsible adult at all times.
- The conduct of the invitees, participants, and guests admitted to the CBHC Conference Center. The CBHC reserves the right to remove any individual from CBHC property with cause.
- First aid and/or security services and their costs. The CBHC has the right to require first aid and/or security personnel on site depending on the size and/or nature of your organization's meeting/event.
- Making arrangements with an outside vendor (catering, etc.)
- Supplying your own: flip-chart, coffee, coffee brewing equipment, coffee supplies, cups/ plates/ utensils/ etc., ice, writing pads, and pens/pencils.
- Directing your invitees, guests, etc., to the CBHC-designated smoking area located in the median of the east parking lot.
- Being mindful of all noise levels (a/v, participants, etc.) in and around your assigned meeting space, as there are often meetings taking place in adjacent rooms.
- Reimbursement for damages that occur to CBHC property, including (but not limited to) a/v equipment, furniture, walls/doors, carpets/flooring, etc. as a result of your meeting or event.
- Ensuring everyone vacates the building no later than 8:00 pm and exits the CBHC parking lots no later than 8:30 pm; this includes your organization's meeting planners, presenters, and guests.

- **Leaving the Conference Center as it was received when you arrived, including:**
  - Clearing all surfaces (tables, chairs, etc.) and proper disposal of papers, cups, food, trash and all other ancillary items and disposing of them appropriately.
  - Disposal of trash in the east parking lot dumpster and placing new liners in receptacles. (See Front Desk)
  - Vacuuming the floors in your meeting room (resulting from crumbs, confetti, etc.), if necessary.
  - The CBHC conference center is not responsible for personal items. If neglected will be disposed of in accordance with CBHC policy and procedure.
  
- **Your organization is required to:**
  - Provide proof of liability insurance annually.
  - Limit attendance to the capacity of the room, or facility, as determined by the CBHC Conference Center. The Conference Center reserves the right to immediately terminate any meeting or event that exceeds the legal capacity of a room or the facility.
  - Submit a complete list of your meeting's attendees to the FRONT DESK before leaving the building. You may request a blank CBHC Conference Center Guest Sign-In Log upon arrival at the Front Desk or make a copy of your meeting/event sign-in sheet upon the conclusion of your event.
  
- **Your organization agrees to:**
  - Permit a CBHC Staff Member to address your attendees briefly (<5 minutes) during your meeting to give your guests an overview of who we are and what we do in the community.
  - Ensure that all advertising and promotions of the meeting/event are accurate, straightforward, true and in good taste.
  - Utilize the following disclaimer on any event announcement, invitation, or marketing materials:

***The Children's Board of Hillsborough County is not a sponsor of the event and does not endorse or support the content of the material(s), presentation(s), staff, volunteer(s) or message(s) delivered during this activity.***
  - Prohibit the use of the CBHC name, logo, picture or any other material without the prior written approval. If such consent is given, the CBHC has the right to review all material produced by your organization that includes the CBHC's name, logo, or picture. The CBHC shall be referred to as "The Children's Board of Hillsborough County" in all such advertising and other promotional activities.
  - No signs are permitted on CBHC property without prior written approval. If permitted, all signs must be promptly removed following the event. Signs may not be affixed to any CBHC doors, windows, walls, or property and signs with stakes or posts (or any other attached item that is deemed unsafe) are strictly prohibited.

Please sign below confirming your request for meeting space as well as compliance with all rules and regulations set forth by the Children's Board of Hillsborough County.

Full Legal Name of Organization: \_\_\_\_\_

Authorized Representative

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name

Signature: \_\_\_\_\_