

971 W. US 40, Greenfield, IN
Reservation Policies

Legacy Properties of the Community Foundation of Hancock County, Inc. (Legacy Properties) owns the property at 971 W. US 40, Greenfield. The following policies are in place to maintain the beauty and safety of the building. The contact person for the reservation is responsible for ensuring these policies are followed and for the supervision of their guests. **Failure to follow our policies may result in the cancellation or denial of future reservations.**

General Use Policy

- Legacy Properties has the right to accept or refuse any reservation requests.
- Legacy Properties has the right to adjust the meeting location to another space in the building, if the type of event and expected attendees allows. Legacy Properties will notify the renter of any space changes in advance.
- Use of the space does not constitute an endorsement of the renter's mission or activities by the Community Foundation of Hancock County (CFHC) or Legacy Properties.
- The renter is not permitted to use CFHC or Legacy Properties name (other than reference to meeting location) or logo in any marketing materials or social media, without prior permission from CFHC or Legacy Properties.

Indemnity and Insurance Policy

- The renter must agree to indemnify, defend, and hold Legacy Properties and CFHC, its board members, and employees harmless from and against any and all claims, suits, actions, or the liabilities for injury or death of any person, or for loss or damages to property, which arise out of rental of the facilities.
- CFHC and Legacy Properties are not responsible for lost, stolen, or damaged personal property belonging to the renter or its guests.
- For all fundraisers and any events serving alcohol, the renter must carry general liability insurance of a Combined Single Limit of at least \$1,000,000. The above coverage shall be primary and non-contributory with a waiver of subrogation and shall hold harmless Legacy Properties, its Board of Directors, officers, employees, and associates as well as CFHC, its Board of Directors, officers, employees, and associates. The general liability shall name Legacy Properties and CFHC as additional insured.
 - A certificate of insurance must be submitted prior to the event. Legacy Properties can provide a sample that the renter can send to their insurance company.

Rental Fee Policy

- Legacy Properties has the right to adjust the rental fees after obtaining a better understanding of the needs and use of an event, or if an event differs from what was originally submitted on the request form.
- Fees will be stated on the rental agreement.
- For meetings, 100% of the rental fee is due with the signed agreement and is non-refundable, but may be rescheduled if necessary.
- For fundraisers:
 - 50% of the rental fee is due with the signed agreement and is non-refundable.
 - 50% of the rental fee is due one week before the event and is non-refundable.
- Checks should be made out to Legacy Properties of CFHC. Credit cards will be accepted over the

phone or in person.

Cancellation Policy

- Cancellations of meetings should be submitted as far in advance as possible.
- Excessive cancellations, or not showing up to a scheduled meeting, may result in the cancellation or denial of future reservations.

Smoking and Weapons Policy

- Smoking or other tobacco products (smokeless tobacco and e-cigarettes) are not allowed on facility grounds. This is a tobacco-free property.
- This property is a gun-free zone with the exception of law enforcement.

Alcohol Policy

- If alcohol will be served, a mobile bartender will be hired by the applicant and all required permits will be obtained. The bartender should carry a minimum of \$1,000,000 per occurrence in liquor liability coverage. Legacy Properties can provide a list of mobile bartenders, by request.
- The renter must notify Legacy Properties in advance if alcohol will be served.

Gaming Policy

- If charitable gaming will take place, the applicant is responsible for obtaining permits and following all charitable gaming laws.
- Non-charitable gaming is not permitted.

Space Use Policy

- The renter is responsible for the setup of tables and chairs.
- The use of candles or any other type of flame is not allowed. Sterno cans for chafing dishes are allowed.
- Tacks, nails, glue, tape, and other adhesive type products are not permitted on the walls or furniture. Painter's tape may be used if needed.
- Post-it note flip chart paper is permitted but should be placed on the movable dry-erase boards.
- Glitter, tinsel, confetti, or similar items are not permitted.
- Use of the CFHC copier or other office supplies is not permitted.

Catering Equipment Policy

- Any food or catering arrangements must be secured by the renter.
- Legacy Properties has some catering equipment that may be used by the renter. If used, the renter agrees to clean and return these items as they found them. Items include the following:
 - Two 5-gallon water dispensers
 - Cup holders
 - Bunn coffee maker and filters
 - Four-wheeled utility cart (indoor use only)
- Legacy Properties does not provide the following:
 - Linens
 - Coffee for the Bunn, creamer, stir sticks, etc.
 - Serving utensils, cups, plates, napkins, silverware, etc.

A single-serve beverage station with filtered water, coffee, tea, and soft drinks is available for guests to the building. While available for guests, this should not replace providing drinks for large group meetings

or drink service for meals.

Technology Policy

- A/V equipment is available for use, but the renter must provide their own laptop to connect to the A/V equipment.
- Procedures for how to connect to the technology will be provided.
- Misuse of the technology may result in additional charges to the renter or the cancellation or denial of future reservations.

Cleaning and Check-Out Policy

- The space must be in a similar condition that it was when the renter arrived.
- Excess trash from both trash cans, if applicable, should be taken to the dumpster on the southeast section of the property.
- If any obvious mess on the carpet, it must be addressed. A cordless stick vacuum is available, if needed
- Any used dishes must be placed in the dishwasher and all food removed from the space.
- All used tabletops and countertops should be wiped down using the cleaning supplies provided. Chairs need to be wiped down on an as needed basis.
- Tables and chairs may be left in the arrangement set by the renter.
- Legacy Properties has the right to charge a cleaning fee if the cleaning policies are not followed.
- Renter must complete the provided cleaning and check-out checklist after the event.
- *Special Exception*
 - Fundraiser rental fees include a fee for cleaning. Therefore, the renter is only responsible for removing food items and cleaning up any dishes or catering equipment used.