



The support you need to help children succeed.

PFC is a 501(c)(3) non-profit organization supported by public and private funds through Smart Start, More at Four, tax-deductible donations, and grants.

Conference Room Policies



We are delighted to provide the use of our conference rooms, as one strategy to reach our mission, but we must ensure that they are used properly. The following is a list of Partnership for Children of Cumberland County's (PFC) policies in regards to the use of the Omni Family Resource Center's (OFRC) conference rooms.

MISSION

The Omni Family Resource Center's mission is to enhance the quality of life of families by strengthening service resources and increasing accessibility.

POLICIES

I. Point of Contact

1. There must be **one** point of contact identified from each organization that is in charge of scheduling rooms and ensuring that all staff understands these policies and procedures. This person will communicate with the OFRC Operations Manager or Information Referral Assistants (IRAs) when scheduling use of the conference room. This person will be accountable for all misuse or broken policies and procedures.

II. Room Usage

1. The room that you are assigned to is the **only** room that you can use.
2. Conference rooms are assigned based on the number of attendees, equipment use, and availability.
3. Meetings should be professional and cannot overflow into or be heard in public areas.
4. Locked closets in conference rooms shall remain locked. These rooms can only be accessed by permission from PFC.
5. All furniture in the conference rooms are to remain in the conference rooms.
6. Conference rooms must be cleaned after use.
7. Table and chairs must be in the specified configuration at the end of your meetings. (See configurations attached)
8. All advertising/signs must be pre-approved and may not be used, posted, or hung on PFC property without permission.

9. All groups will be expected to leave rooms, facilities, and equipment used in as good or better condition in terms of arrangement, repair, and cleanliness as they were found upon their arrival.
10. PFC will not be held responsible for any damaged, stolen, or lost property stored on Omni Family Resource Center (OFRC) property.
11. All lights and electrical equipment must be turned off and/or unplugged when leaving the room.
12. Damaged property, including broken furniture, must be reported immediately to IRA (front desk) or Operations Manager.
13. All trash must be put into trash receptacles, rooms cleaned up, and materials put neatly back where they were found. Garbage containing food must be placed in an external receptacle.
14. Audio Visual equipment policy and procedures must be followed when using the equipment. User accepts the financial responsibility for damaged or lost equipment.
15. It is the point of contact's or facilitator's responsibility to obtain keys or have opened the closets or bathrooms that might be needed during the scheduled meeting.

III. Room Reservation

1. Rooms should be reserved at least one week in advance of meeting date.
2. A usage fee will be charged to for-profit organizations that are not housed within the Omni Family Resource Center:
 - \$15 per 4-hour period for a room with the capacity to hold 15 people
 - \$25 per 4-hour period for a room with the capacity to hold 25 people
 - \$50 per 4-hour period for a room with the capacity to hold 50 people
3. PFC reserves the right to re-schedule or switch conference rooms for any meeting scheduled at any time. The point of contact will be notified via email or fax of any such changes.
4. Permission to use PFC conference rooms does not mean that PFC endorses the individual or organizations. PFC functions always take precedence; therefore, meeting times and locations may be changed as needed to accommodate unforeseen PFC functions.
5. All groups must leave the premises by 9:00 PM Monday-Friday and by 6:30PM on Saturdays.
6. Directions to the meeting should be given to all participants of each meeting that is held in one of the OFRC conference rooms. It is the point of contact or facilitator's responsibility to ensure this information is provided. As meeting rooms can be difficult to locate, it is the user's responsibility to place a person in the main lobby downstairs to direct guests to the user's meeting after PFC business hours.
7. The user must request AV equipment at the time of the reservation. The IRA will forward the request to IT for approval, and the schedule for an overview and set up of the equipment use.

IV. Safety Health and Maintenance

1. Sitting or standing on tables or standing on chairs is strictly prohibited.
2. Leaning back or balancing on chairs is strictly prohibited.
3. Groups may not adjust thermostats.
4. Combustible materials may not be brought onto any PFC property.
5. The use of alcoholic beverages and illegal drugs is absolutely prohibited in or on any PFC property. Smoking is permitted only in outside designated areas.

V. Conference Rooms Involving Children

1. Adult supervision is required at all times.
2. Parents are responsible for their own children and are required to remain with their children at all times, unless left in the care of a responsible adult, age 18 or older.
3. Children are not allowed to be left in common areas unsupervised during meetings.
4. The capacities of the rooms are limited to 12 children ages infant to 7 years.
5. Groups may have no less than 1 adult caring for 6 children over the age of 24 months. There must be one additional adult present for each child under the age of 24 months in the conference rooms. Parents having more than one child attending the conference room may be responsible for his/her own children regardless of age.
6. An incident report should be filed with the front desk in the event anyone is injured while playing in the conference rooms. The report is available at the front desk on the second floor of the Omni Family Resource Center. An Information Referral Assistant or the Operations Manager must be notified immediately of **any** injuries occurring in the conference rooms.
7. Provisions have not been made for diapering within the conference rooms. Children with diapering/ toileting needs should be taken to the public restrooms within the building. No diaper changing is allowed in the conference rooms. The adult/ child ratio must be maintained. .

Thank you in advance for your cooperation in this matter. If you have any questions do not hesitate to call Mike Yeager at 910-867-9700, ext. 2534 or email me at myeager@ccpfc.org.



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Conference Room Policies Signature Page

Please sign on the line below to signify that you have read and agree to abide by these policies. Please make a copy of this signature page for your records and return the signed copy to the Information Referral Assistant at the PFC front desk on the 1st floor. A signed copy of this signature page must be on file before you will be allowed to use the conference rooms at the Omni Family Resource Center.

Name (Please Print)

Signature

Date

Organization Name (Please Print)

These policies were approved by Board of Directors – November 25, 2008