



## **JUNIOR LEAGUE OF RALEIGH CENTER FOR COMMUNITY LEADERSHIP**

### **RULES AND REGULATIONS AGREEMENT**

The Rules and Regulations Agreement (“Agreement”) is intended to permit the undersigned access to the Junior League of Raleigh (JLR) Center of Community Leadership (CCL) on a limited basis for meetings in accordance with the terms and provisions hereof. JLR does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age or disability. The fact that an affiliated group or organization is granted permission to meet on JLR property in no way constitutes endorsement of the policies or beliefs of that organization or company by the JLR.

#### **I. RESERVATION PRIORITIES**

- A. JLR, in its sole discretion, will determine the type and number of events to be held in the CCL.

#### **II. SCHEDULING REQUIREMENTS**

- A. Approval of meeting space at the CCL will be based on availability and type of event.
- B. All reservations for room use at the CCL must be made through the CCL Reservation System at [cclreservations@jlraleigh.org](mailto:cclreservations@jlraleigh.org). Refer to the website for available rooms, room layouts and room capacities.

#### **III. PROCEDURE FOR RESERVING MEETING SPACE**

- A. A completed *Reservation Request Form* must be submitted by the undersigned and approved by JLR. Approval will be based on availability and type of event.
- B. A reservation is not considered binding until (i.) the *Reservation Request Form* and the *Rules and Regulations Agreement* have been signed by the undersigned and delivered to JLR; (ii.) all applicable fees and deposits have been paid by the undersigned to JLR; and (iii.) the certificate of insurance has been approved and received by the JLR. Once JLR receives all applicable fees, deposits and certificate of insurance, a reservation confirmation will be e-mailed to the event contact listed on the *Reservation Request Form*.

- C. All fees, deposits and the certificate on insurance must be received by the JLR no later than one week prior to the event.
- D. There is a \$25 fee for returned (non-sufficient funds) checks.
- E. If the room(s) booked are not vacated within 30 minutes after the time reserved, the undersigned will be billed an additional hour.

#### **IV. FEES, DEPOSITS AND CERTIFICATE OF INSURANCE**

- A. The JLR rental deposit (50% of total cost) is due to the JLR upon receipt of reservation confirmation. A credit card may be given for a deposit amount.
- B. The balance of the JLR rental fee must be paid at least one week prior to the event. The fee covers utilities, repairs, maintenance, upkeep and depreciation costs associated with use of the facility.
- C. A schedule of fees is set forth in Exhibit A and B.
- D. A Certificate of Liability Insurance is required. The Certificate of Insurance must name the Junior League of Raleigh as an additional insured. The Certificate of Insurance must show liability insurance of at least \$1,000,000. Checks should be made payable to the Junior League of Raleigh. Receipts are available upon request.
- E. A Security/Cleaning Deposit in the amount of 20% of the total rental cost is required upon booking for groups larger than 20 persons serving food and/or beverages.

#### **V. CANCELLATION POLICY**

- A. For all cancellations made:
  - 1. Notice of cancellation must be received by the JLR in writing at least 10 business days prior to the event. 50 percent of the total fee is refundable.
  - 2. If the cancellation is received by the JLR in the 10 business days prior to the event, JLR will re-book your date with no additional cost. No funds will be returned.
- B. In the unlikely case the JLR must preempt any event,
  - 1. The JLR will provide the undersigned notice of the cancellation as early as possible in advance of the event.
  - 2. JLR will put forth every reasonable effort to assist in reserving another CCL meeting room or date for the event.
  - 3. If another satisfactory date or room cannot be reserved, all fees will be refunded in full.

## **VI. ROOM USAGE**

- A. The CCL is a non-smoking facility.
- B. The CCL does not allow animals on site with the exception for animals assisting the disabled.
- C. At any time, JLR members or staff may enter any of the premises while they are in use by the organization or company.
- D. Emergency exits should remain clear at all times. Groups are expected to cooperate with all JLR efforts to maintain security of the buildings and grounds and to provide for the safety of all persons visiting the CCL.
- E. If using whiteboards, the undersigned or group must use "Walltalkers" dry erase markers located in the room.

## **VII. DENIAL OF USE OF CCL**

- A. JLR reserves the right to accept or deny usage of the CCL at any time, in accordance with this Agreement.
- B. Use of the CCL may be terminated at any time if the conduct of the undersigned or any member of the group is disruptive, abusive or dangerous to individuals or the CCL, or violates this agreement.

## **VIII. DAMAGES AND LIABILITY**

- A. JLR is not responsible for the loss of or damage to any equipment or materials owned or rented by an agency, group or organization using its meeting rooms, before, during, nor after the event, or at any time.
- B. Any affiliated agency, group or organization using the CCL shall be held responsible for willful, intentional, negligent or accidental damage to the CCL building, grounds or equipment caused by the group or organization, its members or those attending its program.
- C. Any affiliated agency, group or organization holding a meeting in the CCL must fully release and discharge JLR, its officers, members and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.
- D. Any agency, group or organization must further indemnify and hold harmless and defend JLR, its officers, members and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting.

## **IX. SIGNAGE AND DECORATIONS**

- A. Nothing may be affixed or mounted in any way to the interior walls except where hanging appliances are provided. No tape, nails, wires or any other damaging material may be used.
- B. No signs may be affixed in any way to the exterior of the facility.

## **X. EQUIPMENT, SERVICES AND FACILITIES**

- A. The CCL is accessible for people with physical disabilities. Handicap parking and entrances are located at the rear parking lot of the CCL.
- B. The CCL has designated parking spaces that are available to renters, staff and members. Street parking is available on St. Mary's Street and Morgan Street. DO NOT park in the State Employee Credit Union parking deck.
- C. Persons using the facility may find it necessary to go through an outside vendor for equipment or special items. Costs for leasing equipment not provided by the CCL are the responsibility of the undersigned. JLR must approve all leased equipment or special items for use in the CCL.

## **XI. PUBLICIZING EVENTS**

- A. Publicity materials, invitations, flyers and press releases may not list JLR as a co-sponsor of an event or meeting unless the event has been officially approved and designated by the President of the JLR. The undersigned agrees to use "The Center for Community Leadership" as the official name for undersigned's event location. For general access to the CCL, please designate the parking lot entrance facing Morgan Street.
- B. The undersigned must request special approval to allow media coverage or press conferences on JLR property. Requests for media/press coverage must be made a minimum of 10 business days prior to the date of the meeting. The JLR reserves the right to review meeting details and content when a group requests permission to allow media coverage. JLR also reserves the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the JLR or a risk to JLR property or guests.
- C. JLR phone numbers may not be listed for information on your event. JLR requires that all printed material, press releases, posters and other information regarding your event include a contact phone number for your group.
- D. JLR reserves the right to take photographs of events for its own records and usage. Attendance at said events is permission for such.

## **XII. FOOD, BEVERAGES, SUPPLIES AND TRASH**

- A. All supplies are to be provided by the undersigned and must be removed from the premises in a timely manner. JLR is not responsible for food, beverages or supplies left in the CCL.
- B. The undersigned assumes full responsibility for making sure all used paper goods and food remains are put into supplied trash receptacles in the meeting room.
- C. The undersigned is responsible for meeting any caterers or vendors on the day of the event for drop off and pick up of food and/or equipment.
- D. If serving alcohol, there will be a 10 percent upcharge and it must be supplied by an approved caterer.
- E. The undersigned is responsible for providing JLR with a copy of the liquor license at least ten days prior to the event.
- F. All tables should be covered prior to use for food and beverage. All tables in the prefunction/lobby area should also be covered. JLR will provide table covers at a cost of \$2.00 per table if not supplied by renter.

Is your organization a 501(c)(3) or 501(c)(6) nonprofit? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Full legal name

\_\_\_\_\_  
Full legal name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Junior League of Raleigh

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date