

Mat-Su Health Foundation Conference Center
Meeting Room Overview 11/15/18

1. Purpose

1.1. The primary uses of the Mat-Su Health Foundation’s (MSHF) Conference Center are for learning, training, meeting and advancement of health and wellness related initiatives by building tenants, local coalitions and community groups, and to create community connectedness.

2. Room Descriptions

2.1. The MSHF Conference Center has three connecting conference rooms that can be configured as three single rooms, two rooms combined, or as one large room. All three rooms have audio/visual presentation equipment and hearing-impaired audio enhancement aids. Video and teleconferencing capabilities are available in the Access meeting room. The Prevention meeting room has an attached children’s play area separated by a glass wall and door. Tables and chairs are available for use in all meeting rooms.

3. Room Capacity

	chairs	chairs and tables
Prevention (Room A143)	24	12
Access (Room A145) *	36	24
Wellness (Room A147)	28	18
Prevention and Access; combined	64	36
Access And Wellness; combined	64	42
Prevention, Access and Wellness; combined	96	54

*Video conferencing and Teleconferencing are only available in Access meeting room

Note: Events must be contained within the reserved space. Lobby areas are not to be used as meeting space, however, guests may use the lobby to access the coffee shop and restrooms.

4. Reservation Priority

- 4.1. When not in use by MSHF building owner and tenants, room reservations will be given in the following order on a first come, first served basis:
 - 4.1.1. Connect Mat-Su network partners, community coalitions and non-profit organizations aligned with the MSHF areas of focus.
 - 4.1.2. Community coalitions and nonprofit organizations that do not fall in the above categories.
 - 4.1.3. Other qualified organizations that do not fall into categories listed in 4.1.1 and 4.1.2.
- 4.2. The meeting rooms are not available for tenant or public personal use, direct sales, religious proselytizing, fundraising, political activities, parties that are personal in nature (such as birthday parties, wedding receptions, etc.) or banquet-style events.

5. Reservation Process

- 5.1. View the online availability calendar to see if there is space available that meets your needs.
- 5.2. If space is available, submit the [Room Reservation Request Form](#) by email to the MSHF administrative assistant at admin@healthymatsu.org. Please call 907-352-2860 with any questions.
- 5.3. Submitting a reservation form does not guarantee use of a room. You will be notified via phone or email regarding your request within 2 business days of submission.

Guidelines and User Agreement

1. User Agreement

- 1.1.** An authorized representative from your group/organization must sign a user agreement form. Your organization will be responsible for the conduct of the meeting participants and for any damages to facilities.
- 1.2.** The MSHF may require facility user to provide proof of General Liability Insurance.

2. Scheduling Frequency

- 2.1.** Use of rooms may be scheduled up to three (3) months in advance, and no less than one day prior pending availability.

3. Commercial Events

- 3.1.** Events of a commercial nature (profit is the direct/indirect purpose of the meeting) are not authorized; additionally, no fees may be charged for an event (i.e. meeting or program) attendance.
- 3.2.** Groups wishing to collect donations to defray costs associated with their meeting must have approval by the **Building Superintendent** prior to the use of the facilities. Direct or indirect sale of any products or service is prohibited.

- 4.** MSHF reserves the right to decline any reservation applications.

5. Cancellations

- 5.1.** Any cancellation or change to a confirmed reservation must be received by the Administrative Assistant, either in writing or by phone at least five (5) business days in advance of the scheduled event.
- 5.2.** Failure to notify the MSHF of a cancellation, abuse of meeting room privileges, or non-compliance with the User Agreement may result in immediate cancellation of use and denial of future use.

MEETING ROOM USER GUIDE/AGREEMENT

USE OF FACILITIES AND EQUIPMENT

1. For all meetings:

- 1.1. A representative from the host organization must be in attendance and available to set up the room(s) and clean up after the event. The host organization must adhere to the provided room checklist for cleaning and returning room(s) to the standard use state.
- 1.2. Guests are not allowed to move or adjust the wall partitions separating the rooms. These room dividers/partitions require a specific tool in order for them to be opened or closed. If the room dividers are damaged, the host organization using the facility will be responsible for the costs of the repairs.
- 1.3. Food and beverages are allowed in the meeting rooms. All associated costs and catering arrangements are the responsibility of the host organization.
- 1.4. Guests should be reminded that the meeting must be limited to the assigned room. Adjacent, empty rooms may have pending meetings scheduled and should not be used without prior approval
- 1.5. Upon arrival in the building, the meeting organizer must request a meeting room checklist from the security guard. The checklist is to be completed and signed by the authorized representative and returned to the security guard following the reservation. By signing the checklist, the authorized representative certifies that the room(s) is returned to the standard use state, left clean and in good order.
- 1.6. If the room(s) is not left in neat order the organization may be denied future use of the facilities
- 1.7. Host organization agrees to observe posted room capacities and ensure that room use shall not adversely affect the operation or tenants of the facility.
- 1.8. Damage to Mat-Su Health Foundation property shall be reported as soon as possible to the Building Superintendent. Repair of damage(s) or extraordinary cleaning will be charged to the host organization.
- 1.9. Guests are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs, and equipment must be returned to the standard use state and/or storage location within the time reserved.
- 1.10. Groups composed of persons under the age of 18 must be sponsored by an adult and supervised by at least two adults at all times.
- 1.11. The burning of candles or use of scents is prohibited.
- 1.12. The host organization/renter accepts responsibility for property damage and bodily injury to any person that is part of the users program, including public participants. The host organization shall indemnify, defend, hold, and save the Mat-Su Health Foundation, its elected and appointed officers, agents, and employees harmless from any and all claims, demands, suits or liability of any nature, kind, or character, including costs, expenses, and attorney's fees. The host organization shall be responsible under this clause for any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violation of statutes, ordinances, constitutions, or other laws, rules or regulations, contractual claims, or any other kind of loss, tangible or intangible, sustained by any person, or property arising from host organization or Renter's officers, agents, employees, partners, attorneys, suppliers, and subcontractors' performance or failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the Mat-Su Health Foundation or its agents, which are said to have contributed to the losses, failure, violations, or damage. However, the Renter shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the Mat-Su Health Foundation, its agents, or employees.

2. For meetings outside regular business hours or that extend into after-hours the following also apply:

- 2.1.** Requests for meeting room usage that includes any after business hours (including weekends) requires tenant organization sponsorship as well as prior approval from MSHF. If a member of the tenant organization is unable to attend, a payment of \$38 per hour will need to be collected in order to have security onsite. Furthermore, events open to the public outside of regular business hours will require security be present as well and the \$38 per hour rate will apply.
- 2.2.** Regular building hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. It is the responsibility of the authorized representative to coordinate access to the building for attendees.
- 2.3.** A host organization representative must be the last person to exit the meeting room as well as the facility.

Additional Considerations:

- 1.** The Mat-Su Health Foundation campus is a smoke-free/tobacco-free and alcohol-free environment. The use of all tobacco products and electronic cigarettes is prohibited.
- 2.** Any organization hosting an event at the MSHF conference center will not discriminate with regards to race, color, religion, gender, sexual orientation/identity, age, national origin or disability.
- 3.** Please refrain from leaving the meeting space area and entering business offices.
- 4.** There are no pets allowed in the facility. However, service animals specifically trained to aid a person with a disability are welcome.
- 5.** The Mat-Su Health Foundation does not assume liability for injury or damage to personal property which occurs because of the actions of the sponsors or participants in a meeting.

I have read and understood the above meeting room policy, and I understand the use of the meeting rooms.

Signature

Date

Print Name

Title

Host Organization

Phone

In case of non-medical emergency after hours, please call the Building Superintendent at (907) 863-2133.