



Conference Room Reservation Contract
 United Way of the Mid-Willamette Valley
 455 Bliler Avenue NE Salem, Oregon 97303
 503.363.1651 Phone 503.581.2730 Fax

In order to provide quality meeting facility for our community we ask all groups to comply with the following guidelines:

1. The United Way Community Center may be reserved Monday-Thursday during the hours of 9:00 a.m. and 4:00 p.m. by any 501(c) 3 non-profit. All reservations require a \$25 usage fee to cover the costs of additional garbage disposal, utilities and staff availability during the meeting's duration and a \$25 refundable cleaning deposit. *Please include 2 checks made out to UWMWV for these fees, with your reservation contract.*

2. Room reservations must be made at least 2 weeks in advance to ensure availability. United Way does not accept reservations more than 3 months in advance. Reservations must be scheduled for less than 4 hours.

Large Conference Room: Date: _____ **Time:** _____

3. User is responsible for setting up room in desired configuration. Following the meeting, the tables & chairs must be neatly arranged in original configuration.

4. All tables, chairs, and counters must be free of trash and other debris. All garbage must be removed from the receptacles and placed in the kitchen for disposal by United Way staff. Recycling is required! Appropriate receptacles are provided for deposit cans/bottles as well as any plastic, paper or cardboard.

5. Any breakage of equipment, spillage on carpets or other damage must be reported immediately to United Way staff. Any costs incurred because of damage are the responsibility of the group using the room.

6. A wireless conference phone is available for use. All other technical equipment must be provided by the room reservationist. Wireless internet is also available for presentations.

Conference phone needed **Wireless internet password needed**

7. No food/drink will be provided by United Way. If catering will be provided during the meeting, the caterer must comply with United Way's green catering policy. This policy agreement must be completed and submitted with the room reservation request.

8. Coffee service may be purchased for an additional \$10 per meeting, per room, through United Way. This service provides attendees with regular and decaf coffee as well as hot and cold water, tea and cocoa. *You may include this fee with the usage fee in one check, if applicable.*

Coffee Service: **YES** **NO**

9. Parking in the United Way parking lot for meetings is **not** allowed. Please ask all attendees to park around the cul-de-sac (**DO NOT BLOCK THE MAILBOX**) and across the street from the residential houses on Bliler Avenue. The United Way parking lot is reserved for customers, staff and volunteers.

I have read and agree to comply with the above guidelines

Organization Contact Name: _____

Organization Name: _____

Contact Phone Number: _____

Mailing Address: _____

Office use only

Room fee paid: YES NO

Date: _____

Cleaning deposit paid: YES NO

Refunded – Date _____ Not Refunded

Coffee Service paid: YES NO

Date: _____