

MHA Community Building Meeting Room Policy

Mental Health Association in Tippecanoe County is a not-for-profit United Way Member Agency that provides use of its meeting rooms as a community service. Tax-deductible donations by organizations using these rooms without charge are welcome and will enable MHA to continue offering the meeting rooms to the community. There are three meeting rooms available for public use, Lilly East, Lilly West, and the GLHS Retreat Center. Lilly East can accommodate approximately 24 people; Lilly West can accommodate approximately 16 people; the GLHS Retreat Center can accommodate approximately 10 people. Lilly East and Lilly West can be opened and used together to accommodate approximately 45 people. MHA welcomes the use of its meeting rooms by responsible organizations subject to the following rules.

Who May Use Meeting Rooms

- The meeting rooms may be used by civic, community, cultural, educational, political, or religious organizations for non-commercial and non-profit purposes.
- Commercial and for-profit organizations may use the rooms for meetings internal to the organization (i.e., staff meetings, retreats, and the like). The meeting rooms may not be used for the purpose of selling products or services to attendees.
- The meeting rooms are not available to individuals or for personal or family parties or for purely social functions.

Fees and Charges

- The meeting rooms are available to eligible organizations without charge. Organizations using a meeting room are urged to make a suitable donation to the Mental Health Association of Tippecanoe County.
- No buying or selling in connection with use of the room is permitted.
- Generally, no admission fees may be charged for programs conducted in the meeting rooms. Exceptions may be made by the Chief Executive Officer of MHA and a use fee may be charged at the discretion of MHA if the organization charges an admission fee intended to provide income to the organization.
- A damage deposit ranging from \$50 to \$250 must be received (and, if paid by check, it must clear) prior to use of any facility. The amount of the damage deposit depends upon the facility reserved, the length of use, and the type of use being made of the facility. An additional damage deposit may be required for the use of any equipment.

Scheduling

- All reservations for use of the meeting rooms must be made through the MHA offices. A reservation made by telephone must be confirmed in writing on an approved MHA reservation form within 10 days of the verbal reservation or the reservation will be cancelled. In no event will an organization be permitted to use a meeting room until the MHA COMMUNITY BUILDING MEETING ROOM USE AGREEMENT is accepted and signed by the organization.
- Reservations are not accepted more than 6 months in advance of the meeting. All reservations are on a first-come-first-served basis.
- An organization may not schedule more than 4 meetings in a calendar year without special permission from the Chief Executive Officer of MHA. Exceptions may be made by the Chief Executive Officer for groups that meet on regular basis.
- No organization may assign its reservation to another organization without the express permission of MHA.

Use of the Meeting Rooms

- Meeting rooms are available for use from 7 a.m. until 10 p.m.
- MHA does not provide set-up or dismantling services. Lilly East and Lilly West rooms are pre-set for independent use; additional tables and chairs for varied room arrangements are available from MHA but room users are responsible for rearrangements and return of the room(s) to the original set-up(s). Please note that the conference table in Lilly West may not be moved but the chairs surrounding the table may be moved. Furniture in the GLHS Retreat Center may not be rearranged.
- Refreshments may be served. MHA does not provide supplies for refreshments. Some equipment is available. (See Room Reservation Form.) Dishware and equipment must be left in their original clean condition.
- No alcoholic beverages are permitted.
- No smoking or use of other tobacco products is permitted.
- Open flames, including candles, are prohibited.
- Meeting rooms should be left in their original condition and all trash placed in available containers each day. The reserving organization may not store any items overnight unless express permission is granted by MHA. Any special cleaning (as for spills) must be paid for by the reserving organization.
- MHA does not provide clerical or secretarial services. Internet, fax, and copying services are *not* available from MHA. MHA will not accept collect calls. MHA will not accept telephone calls for persons attending an organization's event except in unusual emergency situations.
- Nothing may be affixed to the walls in the meeting rooms unless it can be removed without leaving a residue and without otherwise damaging the Property. Masking tape is not permitted on walls or painted surfaces.

Parking

- The MHA building has very limited parking on the street and in its lot. Organizations reserving a meeting room should encourage attendees to carpool. **USERS OF MHA MEETING ROOMS MUST NOT USE PARKING LOTS OF NEARBY BUSINESSES AND ORGANIZATIONS.**

Security

- MHA does not assume any responsibility or liability for the security of persons or property.

Damage to MHA property

- The organization reserving the meeting room assumes responsibility and agrees to pay for any damage to MHA property as a result of use of the meeting room.