



THE TRUST CONFERENCE CENTER ROOM USE POLICIES

The Trust's Board Room and Training Room in the Trust Conference Center are available for use by Trust Member entities for meetings and trainings during The Trust's normal business hours of 8:30am to 4:30pm Monday through Friday, free of charge.

The Board Room is designed to accommodate 24 people and the Training Room is equipped to hold up to 50. The Trust Member must abide by these room capacities.

The Trust Member is ultimately liable for any damage or injuries caused by its actions or neglect. The Trust Member must sign a Rental Agreement prior to occupying the space.

While The Trust will do all it can to assist Trust Members with events, we are not a function operator. The Trust does not provide catering or reception services. We provide meeting space, furniture, presentation systems, teleconferencing systems, podiums, flip charts, dry erase boards, trash receptacles, coat racks and restroom facilities. The Trust Member is expected to be self-sufficient and provide its own supplies.

If the Trust Member requires the use of The Trust's presentation system for its event, the Trust Member is required to provide The Trust with event files no later than twenty-four (24) hours in advance of the event.

The Trust Member is responsible for securing its own catering arrangements with a caterer of its choice; however, the name of the caterer must be supplied to The Trust prior to the event. The Trust will provide catering suggestions upon request. Setup and cleanup time for events is generally available to the Trust Member one (1) hour prior to the event start time and one (1) hour following the event end time.

The use of the Conference Center kitchen by Trust Members is subject to prior approval from The Trust.

The Trust Conference Center may not be altered by Trust Members and must be left clean, presentable, and in its initial condition at the conclusion of events.

While The Trust recognizes that plans sometimes change, notification of event cancellation is required as soon as practicable so the space can be released and made available for other events.

Free WiFi is available in the Trust Conference Center for event attendees.

The Trust Conference Center is a non-smoking facility.

Free parking is available.

The serving of alcoholic beverages is not permitted.