



## **Stryker Johnston Foundation Meeting Space Use Policy**

The Stryker Johnston Foundation (SJF) is delighted to share our space with the community. SJF has the following policies and procedures for those who want to use our space.

We reserve the right to cancel reservations at any time. This is rare. We will let you know as soon as possible so you can make other arrangements. If your group needs to cancel the meeting you plan to have at SJF, please let us know as soon as possible.

### **Use of Rooms**

Some uses of our meeting spaces include, but are not limited to.

- Strategic planning and training retreats.
- Lectures, panel, or small group presentations.
- Team, Board, or Committee meetings.

Our space may not be used for.

- Fundraising events or events where a fee is charged at the door, or where products are sold or auctioned.
- Group meetings or sessions that promote a partisan purpose.
- Private or family events such as weddings and anniversaries.

SJF may approve or decline requests to use the meeting spaces at its sole discretion.

### **Anti-Racist and Anti-Oppressive Space**

SJF wants to help make a more just, equitable, and caring world where everyone can live a healthy and fulfilling life. SJF partners with organizations and groups that work to change the systems and structures that create intergenerational poverty. We want to change this especially in Black, people of color, and other communities that have been left out or left behind.

We want to make sure no person is excluded from services, employment, or volunteer participation for any discriminatory reason. This includes race, creed, color, sex, gender identity or expression, religion, national origin, age, sexual orientation, height and weight, pregnancy, disability, economic background or circumstances, military or veteran status, marital status,





partnership status, genetic predisposition or carrier status. We strive to improve our anti-racist and anti-oppressive practices. We expect our partners will do the same.

### **Restriction on Use.**

The SJF space shall not be used in any manner that breaks any federal, state, or local law, ordinance or regulation. Users of the space agree to follow all SJF policies and requirements, as directed. The SJF space is in a mixed-use building. Users of our space shall not disturb, annoy, harm, or jeopardize the safety of other occupants or visitors in the building.

### **Availability and Frequency**

We strive to provide flexibility for meeting room use. Reservations must be made at least two weeks before the meeting date. Our boardroom and small conference room are available to groups at no cost Monday through Thursday between 8:00 am-9:00 pm, depending on SJF availability. Organizations may use the meeting rooms up to six times a calendar year.

## **Reserving a Meeting Space**

### **Availability of Rooms**

Meeting spaces will be available on a first come, first served basis, except when a SJF meeting conflicts with the reserved date. Requests must be made at least two weeks before the requested date. No long-term, month-to-month agreements for use of rooms will be made.

### **Insurance and Indemnity**

SJF may ask that an organization get a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and naming SJF as “Additional Insured” and “Loss Payee.” This depends on the meeting details and the number of guests.

Each organization or group using SJF facilities shall indemnify and hold harmless SJF against all injury, loss, damage, claim or liability of any kind that happens to person or property that comes from the organization’s use of SJF facilities.





## Reserving a Room

Once you have read this Meeting Space Use Policy, please complete our contact form at <https://www.strykerjohnstonfoundation.org/contact>. Please include the following in your request.

- Organization/group name;
- Name, phone, and email for the main contact for your organization. This is for making arrangements ahead of time and for the day of your event;
- Purpose of the meeting;
- Meeting date and time frame;
- Number of guests;
- Any technology use or general needs; and
- Any accommodation requests.

Once your request has been received, someone from the SJF team will get back to you within five business days.

A member of SJF's team will be assigned to your organization when your reservation is confirmed. This person will be your contact before your meeting and when you are on site. A representative of your organization must remain on site during meeting times.

We suggest that you visit the SJF office and meet with an SJF team member before your meeting date. The purpose of this is to make sure the room requested meets your needs and to go over use of the space and accessibility.

On the day of your meeting, your organization's representative may be asked to arrive at least 30 minutes before your meeting. Please allow time after your meeting for cleanup of the space you use. Rooms are expected to be left in the same condition as you found them.

Parking is in the parking structure attached to our office space. SJF will provide parking validation for meeting guests.

## Administrative Services

SJF will not provide copying, faxing, printing, or other administrative services.





## **Alcohol and Tobacco**

You may not have, serve, or consume alcoholic beverages on SJF premises, unless special permission is received in advance. SJF is a smoke-free environment. Tobacco use of any kind is not allowed.

## **Audio/Visual**

Wi-Fi internet access is available for meeting guests. Audio visual equipment can also be provided. Please make SJF aware of your audio/visual needs when making your reservation.

## **Damage**

Your organization is responsible for any damages caused to the facility or grounds. We reserve the right to charge a fee if additional cleaning or repair work is needed after your use of the space.

## **Decorations**

Decorations can only be used in the meeting space with prior written permission from SJF. The following are not allowed on the walls:

- Tape (exception: painter's tape and Post-It Notes);
- Nails;
- Thumb tacks;
- Putty; OR
- Any other item that may affect the appearance of the wall when removed.

The following items, or similar items, are not allowed on SJF premises. If you have a questionable item, please ask your assigned SJF team member.

- Open flames
- Smoke machines
- Hanging lights
- Glitter
- Confetti
- Sparklers





## **Deliveries**

Deliveries for meetings may only be made on the date of the meeting. A member of your organization must be present to accept delivery. Your organization is responsible for any vendors it uses for the meeting.

## **Food and Beverages**

You may have your meeting catered or bring in food and beverages yourself. Please also bring anything you'll need to serve any food and beverages (i.e., serving platters, bowls and utensils, plates, cups, napkins, cutlery, etc.). Please confirm that our kitchen can meet your needs at your pre-meeting visit at the SJF office. You may also use our refrigerator and microwave.

## **Live Animals**

Other than service animals, live animals are not allowed.

## **Mailings and Media**

Any media and/or public announcements about your meeting at our space must be approved by SJF. Your organization must also have prior approval of SJF to allow any media presence at the meeting. They may not be allowed to attend without it.

## **Noise**

Please be mindful of your noise and activity levels, so they do not disturb SJF business.

## **Weapons**

Weapons of any kind are not allowed unless carried by a law enforcement officer. This includes concealed or openly-carried.

## **Weather**

If you cancel your meeting due to bad weather, please let us know as soon as possible. This includes watches or warnings for thunderstorms, tornadoes, and winter storms. If we decide to close our office due to weather, we will let you know as soon as the decision is made.





### **Check-Out**

After your meeting, rooms are expected to be left in the same condition as you found them. The meeting room will be checked out by our team before your organization's representative leaves SJF.

### **Acknowledgement and Signature**

I have received and read a copy of the Stryker Johnston Foundation Meeting Space Use Policy and Procedures. I understand and agree to follow this Policy.

**Name (print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

