

## **GENERAL FACILITY REGULATIONS**

- No alcoholic beverages shall be consumed in the building or anywhere on the premises.
- Smoking will not be permitted on the premises.
- No loud or profane language shall be used.
- No animals will be allowed inside the building
- No horseplay or running will be allowed.
- The Agency contracting is responsible for his/her guests.
- The Agency contracting for use is responsible for all damages. If damage occurs report it to CNC immediately.
- Agency making reservations must be in attendance.
- All party activities must be kept in the immediate vicinity of the building and guests must not venture into areas immediately to the side or front of the building where other agencies might be disturbed.
- No open flames of any sort allowed in the building (i.e. candles, sterno can heating, etc)
- Consideration to the businesses surrounding the building must be given and common courtesy observed at all times.
- Noise level must be kept low.
- All city, state, and federal laws must be obeyed.
- No drugs, of any type shall be used in or about the premises.
- No tacks, nails or thumbtacks are to be hammered or placed in the walls or ceilings without the approval of the CNC Director.
- No coffee pots, Microwaves or space heaters are allowed in individual suites.
- The parking lot is for the private use of the tenants, its employees and guests.
- Private storage will be available at a yearly cost of \$60.00
- Each tenant will receive 1 key to their suite as well as 1 access card per employee for the main building. Lost keys may be replaced for a \$20.00 fee.
- Normal building hours are as follows:
  - M – F 7:45 am – 7:00 pm ( Doors open to the Public)
  - Key card access (tenants)
    - M – F 7:00 am- 8:00 am 7:00- 10:00 pm (Card Access Only)
    - Sat. and Sunday - 8:00 am – 4:00 pm (Card Access only)

## **CONFERENCE ROOM RULES**

Conference rooms are for the use of all 501(c) 3 nonprofit agencies serving residents of Carroll County. All proceeds received through the usage of the Nonprofit Center must be used for programs serving Carroll County residents only. The agency mission must align with the mission and purpose of the center. Meeting room space will be allotted on a first come, first serve basis. Priority will be given to the tenants of the nonprofit center. The meeting rooms are to be used for business purposes of the organization reserving the space. Reservations for use of the rooms will be made through the CNC office or via the phone, 410-871-9030. CNC is responsible for coordinating the calendar. When possible, reservations should be made a month in advance.

CNC will not discriminate in the usage of meeting rooms or the building on the basis of sex, race, or national origin. However, CNC reserves the right to refuse to allow any group or individual for any function. The decision to allow any agency the use of the facilities to any group or individual does not imply CNC in any way endorses, sponsors, or approves of the group's philosophies or activities.

The agency using any facility within the non-profit center will be responsible for any clean up and the re-placement of tables and chairs as previously found. CNC will inspect the room for any damage and clean up that was incomplete. Clean up and damage fees will be charged to the individual agency that signed up for the room. A written itemized list of the damages shall be provided to the agency responsible.

The parking lot is for the private use of the tenants, its employees and guests. All cars of the non-profit center may not park along Clifton Blvd., or may not block the driveway entrance. Any cars in violation may be reported and towed at the owner's expense. No overnight parking.

### **Sanctioned Groups**

A sanctioned group is one that has requested and been granted by the CNC Board of Directors the privilege of using the meeting rooms at a regular and specified time. A small rental fee maybe required for this use. (Examples of sanctioned groups are: Women's Club, Garden Clubs, Service Organizations.)

Any sanctioned group regularly meeting in the non profit center which needs the meeting rooms for other than a regular meeting time must file a request for such use in writing, preferably one month in advance. Usage will be on an availability basis.