**Guidelines for Use of the Board Room**

The Board Room of the Junior League of Birmingham (JLB) Headquarters may be utilized, as available, by other non-profit, non-political organizations who have been or are currently community partners of the JLB, or as approved by the JLB President/President-Elect. Use of JLB Headquarters shall be subject to the following provisions:

1. Requests for reasonable facility use shall be made **no more than six weeks prior to the event** with a member of the JLB Staff and/or the JLB President/President-Elect, who will coordinate further arrangements with all involved parties. **Please note**: JLB activities take priority over all other activities.
2. There is a $\_\_150\_\_\_\_\_\_ fee required for use of the JLB Board Room (which includes cleaning services).
3. The JLB Board Room may be used during regular office hours Monday – Friday, 8:30 a.m.-4 p.m., or as arranged after regular office hours.
4. The facilities used (e.g., board room, bathrooms) must be left as clean as they were found. A member of the JLB Staff will conduct a walkthrough of the facilities within 24-48 hours after the event, to ensure that the facilities are properly cleaned and in working order. Should a member of the JLB Staff identify any problems with the use of JLB facilities, they may notify the user that an additional fee will be required and in extreme cases, the user may no longer be allowed to use the facility.
5. If there is damage, in any way, to AV equipment (e.g., components missing, bulbs blown) or the building, a member of the JLB Staff will discuss with the user expected reimbursement for damages or loss. The user is responsible for replacement or repair costs.
6. If AV equipment will be utilized during the event, the user agrees to an on-site facility orientation within two weeks of the event with a member of the JLB Staff.
7. Please be mindful of the daily business at the League, **especially the front desk area,** when entering and leaving the building, as well as during the planned event. Please instruct participants to be respectful when making/receiving calls and to have conversations outside, if necessary.
8. Parking is available on both sides of the building on the Junior League property. Please use the west parking lot (larger lot) as much as possible, to allow for JLB Staff members and volunteers to use the east parking lot (smaller lot) for day-to-day business. The east parking lot can be used for overflow, if necessary. Please be mindful of the neighborhood community and public parking that is committed to their use.
9. **NO** alcoholic beverages may be served on the premises.
10. The user bears responsibility for informing event attendees of the JLB location and directions.
11. The user shall sign and return the “Guidelines for Use of the Board Room” to a member of the JLB Staff before the event date is confirmed.
12. Use by any organization is approved or denied by the JLB President/President-Elect.
13. The user shall not use the JLB facility for fundraising.
14. The user shall have access to tables and chairs currently housed at JLB.
15. The JLB copier may be used, on a limited basis, for a nominal fee. Please see a member of the JLB Staff if use of the copier is necessary.
16. If Security is required, please note that payment is the responsibility of the user and must be requested, through a member of the JLB Staff, at least two weeks in advance. Currently, the rate is $30/hour and requires a 4-hour minimum (e.g., If your event is only 2 hours, you are required to pay for 4 hours).
17. The JLB reserves the right to cancel the availability of the JLB facility, if necessary, with limited or no notice to the user and shall not be responsible for any damages due to cancellation.
18. The JLB shall not be held responsible if there is a power outage or facility issues the day of the event.

**I/We have read, understand, and accept the provisions set forth in the guidelines.**

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JLB Staff Member Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Representative Date Phone #

*Date(s) to be Used:*

*Times to be Used:*