



Facilities Use Policy

Purpose: The purpose of this Facility Use Policy is to define the applicability of the Community Rooms owned and operated by Cabarrus Health Alliance for public use and the requirement for the use of these facilities. It is the intent of Cabarrus Health Alliance to allow the use of these specified meeting rooms for the benefit of the designated user, provided such use does not interfere with normal operations.

Application: To secure a date for any community meeting or event to be held at Cabarrus Health Alliance a completed reservation application must be approved by Human Resources. Reservations are confirmed based on a first come, first served basis, up to three months in advance. A separate reservation form must accompany each request for use. Recurring reservations are permitted for a period, not to exceed six months from the date of initial use. A rental is confirmed when the rental fee is paid in full. Cabarrus Health Alliance Human Resources is authorized to cancel or relocate any reservation due to scheduling conflicts or unforeseen events that makes the use of a room or facility unavailable, unsafe, unreasonable or otherwise not in the best interest of Cabarrus Health Alliance or the public. In this event, Cabarrus Health Alliance will notify the applicant as soon as possible of the change and refund any fees paid, if the event cannot be rescheduled. Should any group need to cancel the reservation, they must provide a minimum of a ten (10) business day notice, in writing, or this could cause the forfeiture of all paid money.

Rental Fees: Completed application and rental fees are required to hold a date for a reservation. These are required no later than ten (10) business days prior to the date for which the facility is being requested.

In the event that any meeting room or any of its contents suffers damage due to the actions or neglect of groups or entities that have reserved the room, the renting party will be charged the actual costs to repair or replace the room, or damaged item.

The renting party shall be responsible for all claims, damage or accidents occurring by any act, omission, default, subcontractor, employees, patrons, guests or negligence. The renting party will pay Cabarrus Health Alliance in cash or credit card, upon demand, a sum equal to the cost of repairing and restoring the facility to its condition as of the beginning of this lease.

Seating Capacity:

Conference Room 101	Conference Room 102	Conference Room 103
48	48	48
Rooms can be partitioned off to accommodate 48 in each room, or opened up for a seating capacity of 144 people maximum		

Wellness Kitchen		
Kitchen Table: 10 chairs	Bar: 8 stools	Max Capacity: 18
The CHA Wellness Kitchen is stocked with basic utensils, pots and pans, and a limited supply of cleaning supplies. All food, equipment, and plates/cups/cutlery should be provided by the renter.		

Conference Room 104	
4 Tables	16 chairs

Rental Rates:

Weekday Rental 8am – 5pm (Minimum – 2 hours)	\$ 30 hourly rate
Weekday After-Hours Rental 5pm – 10pm (Minimum – 2 hours)	\$ 50 hourly rate
Weekend Rental (Minimum – 2 hours)	\$100 hourly rate
Use of audio/visual equipment	\$100 flat fee per reservation
*The Cabarrus Health Alliance provides audio/video equipment “as is.” No guarantee is made or implied that any equipment is fit for a particular purpose. The fee for audio/video equipment use does not include technical assistance during an event. However, groups using the room may schedule a time to meet with a CHA staff member in order to learn how to properly use the audio/video equipment.	

Availability of Facilities: The applicable rooms of Cabarrus Health Alliance available for public use are available during normal business hours, Monday through Friday, between the hours of 8 am – 5:00 pm. After-Hours are considered Monday – Friday from 5:00 pm – 9:00 pm. Weekends are considered Saturdays from 7 am – 5 pm. Set-up and clean-up need to be included in the rental times. These times will need to be listed on the application along with the actual event times.

Cancellations: Cancellations must be provided in writing ten (10) days in advance of the event. In this case, a full refund shall be given of rental fee. Special consideration shall be given in the event of a natural disaster or a medical emergency. For cancellations provided less than ten (10) business days in advance, all rent will be forfeited at the discretion of Cabarrus Health Alliance. Any cancellation made after the room is set up results in forfeiture of all rent paid. Rescheduling will be considered by CHA Human Resources and is subject to availability.

In the event Cabarrus Health Alliance would be closed due to weather, a public health emergency or medical emergency, any permission to use the facility is automatically withdrawn during the closure period. Cabarrus Health Alliance closure information is available on our website. In this event, Cabarrus Health Alliance shall not provide notice of cancellation. Users shall be solely responsible for notifying event participants. Should this type of closure take place, a 100% refund of the rental fee will be granted.

Non-Discrimination Policy: Cabarrus Health Alliance prohibits discrimination against any person for any reason including age, ancestry, color, disability or handicap, national origin, race, religion, gender, sexual or

affectional orientation, gender identity, political affiliation, marital status, veteran status, or any other characteristic protected by law.

General Rules of Use: The renting party must be at least 21 years of age to rent any Cabarrus Health Alliance meeting rooms, and must be present during the entire event. For any event where minors (18 years of age or young) will be a majority of the attending guests, a ratio of 1 adult to every 10 minors must be present. The renting party shall be responsible for the orderly behavior of their guests using the facility and must conform to all facility rules and regulations.

Under no circumstances will a group or entity using a meeting room be given a key to access this facility. Cabarrus Health Alliance staff will provide access to the meeting rooms.

Groups using the Cabarrus Health Alliance meeting rooms are responsible for their behavior and are expected to comply with all policies, laws and regulations. Failure to do so could result in dismissal from the facility, the denial of future use applications, and the forfeiture of any refunds paid for rental fees.

The Cabarrus Health Alliance Wellness kitchen is available for rent for the purposes of teaching. There will be no use of the kitchen or its contents to the public for events solely renting the Conference Rooms. Food served at meetings and events must be catered in, and all food must be served in the Community Rooms reserved, or the inside hallways, during regular business hours. There is no on-site ice machine so ice must also be brought in or requested in your catering order. No alcohol is permitted at Cabarrus Health Alliance.

Cabarrus Health Alliance assumes no responsibility for lost, stolen, or damaged personal property.

Miscellaneous Provisions:

1. Weapons of any kind are prohibited
2. No decorations of any kind shall be attached to walls, floors, ceilings, doors, doorframes, or tables unless approved by Cabarrus Health Alliance Human Resources
3. Nails, hooks, tacks, tape, glue, sticky tack or screws are prohibited
4. Any agreement to use the facilities it not assignable to any other person or entity
5. Cabarrus Health Alliance reserves the right to deny the use of the meeting rooms if it is determined the use is not in the best interest of the organization or the public. Cabarrus Health Alliance also reserves the right to evict any group or entity from any of our meeting rooms or facilities if deemed in the best interest of the organization and the public.
6. Any person or group violating any rules set forth in this policy is subject to suspension from the facility and prosecution under law, and forfeiture of all associated fees. Misuse of facilities will result in the forfeiture of future reservations.
7. Cabarrus Health Alliance is a smoke-free facility. The use of any tobacco products is strictly prohibited in the building and in the parking lot.
8. A cleaning checklist must be completed and returned for each reservation to ensure the space is ready for the next occupant. Failure to complete and return the cleaning checklist may result in forfeiture of future use of the facility.

Payment:

Organizations or individuals wishing to rent the facility should complete a 'Facility Use Reservation' form. Email to Dianne Berry, dianne.berry@cabarrushealth.org. Once your reservation is confirmed, an invoice will be generated so payment can be received. Invoices are sent via email. Should you need a w9 to complete payment, please let Ms. Berry know.

