

# Cardinal Ritter Birthplace Foundation Inc.

## Neighborhood Resource Center (NRC) Application and User Agreement:

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Liability Insurance: \_\_\_\_\_ Carrier policy end date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

(Weekdays: Mon.-Fri. 10am-8pm, Sat/Sun. TBD)

AV Equipment Requested/Approval and Training Required:

Circle: Monitor: Microphone: Podium: Camera: Remote Streaming Access:

Seating Configuration: Circle: U shape, Hollow, Square, Lecture, Banquet (see chart)

Quantity of tables, chairs, guests: \_\_\_\_\_

Accommodations:(specify) \_\_\_\_\_

\_\_\_\_\_

### Acknowledgment and Agreement:

We have read and fully understand the policies of the Cardinal Ritter Birthplace Foundation, Neighborhood Resource Center Use Policies and User Agreement governing use and responsibilities for use of this facility dated 06/01/2022.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CRBFI approval: \_\_\_\_\_ Date: \_\_\_\_\_

*work hard, pray hard, don't worry... Cardinal Joseph Elmer Ritter*

# Cardinal Ritter Birthplace Foundation Inc.

## Neighborhood Resource Center (NRC) Use Policies

### Fees:

- Every effort has been made to provide the usage of the NRC at no cost or fees to the user. Special event requests will be considered, which may require a fee.

### Reservations:

- Complete NRC application and user agreement form attached.
- Contact: [info@cardinalritterhouse.org](mailto:info@cardinalritterhouse.org)
- Mon.-Fri. 10am-8pm, Sat-Sun. TBD 2 hr. meeting typical meeting block
- Reservation requests shall be made 2 weeks in advance of event.
- Reservation times are subject to availability with priority granted to the tenants of the CRBFI and local neighborhood organizations. The NRC is part a working facility and all events must be scheduled in coordination with the tenants and CRBFI.
- Reservations for weekly, monthly, etc. meetings will be considered upon request
- Reservations are required for all usage and will be confirmed via email.

### Access:

- User will be provided unique security code for entry to and egress from the NRC

### Event Setup:

- User to provide requested seating configuration and qty of guests.
- AV equipment authorization is required, and training is available prior to event.
- NRC does not provide catering. Outside vendor coordination must be agreed upon in advance.
- User accommodation requests must be made in advance.

### Cleaning and Room Condition

- User to maintain the space and return the room in the same condition as found prior to the event. Failure to maintain the space properly, may prohibit future use
- User to maintain the room temperature as set.
- User to review and complete departure checklist prior to leaving.

# Cardinal Ritter Birthplace Foundation Inc.

## Neighborhood Resource Center (NRC) Use Policies

### User responsibilities:

- Signing of application and user agreement will be required.
- Receive authorization and training for use of the AV equipment
- Courteous, respectful use of the facility, and its tenants
- Return the facility in the clean, orderly condition in which found
- Upon the event any damage or accident occurs, notify the CRBFI immediately.
- Unique security access code is keyed to each organization. User assumes responsibility for any damages to property in which security access code is used.

### Non- approved use and or restrictions,

- No smoking facility, including grounds.
- No alcohol or drugs
- No animals, or pets
- No gang colors, logos, markers etc. =
- Parking restricted to property parking lot, parking on street aligning the property, for groups greater than 40 additional parking can be arranged at other local facilities
- Noise levels cannot exceed city regulations.
- Outdoor events are prohibited (exception CRBFI sponsored events).
- No staples, thumb tacks, tape etc. shall be applied to the walls.
- No usage of the AV Equipment without prior authorization
- No sharing of the security access code.

### Property Destruction

- If any damage occurs to the property or equipment, please contact the CRBFI immediately. The cost of the repair will be by the signer of the application. The repairs will be performed by a contractor selected by the CRBFI.

### Indemnification

- All persons of any group using the center shall indemnify and hold harmless the CRBFI, its members from any liability or harm in conjunction with the use of the NRC.

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