

## Section I: D. Use of Common/Shared Space

### 1. Meeting Rooms

#### a) Who may use the meeting rooms:

- Community Campus tenants
- Nonprofit health related organizations located in New Hampshire.
- New Hampshire nonprofit organizations that are not health related but whose main base of operations is within the Foundation's nine-town catchment area.
- Public schools and public instrumentalities located within the Foundation's nine-town catchment area.

#### b) Exceptions:

- The Foundation for Seacoast Health reserves the right to waive the above restrictions and/or any fees for entities that the Foundation chooses to host/sponsor.
- Organizations that do not meet the criteria noted above may apply to the President/CEO of the Foundation for Seacoast Health who has the sole authority to grant an exception.

#### c) To Reserve a Meeting Room:

- To reserve a meeting room, call the Campus Administrative Coordinator. Meeting room requests must be made ten days in advance of the event.
- As other groups may be utilizing the same room as your group prior to or following your function, please adhere to the times agreed upon.

#### d) Room Use Fees

##### Free Use

The following types of organizations may use the Campus Meeting Rooms at no cost:

- Community Campus tenants
- Nonprofit health related organizations whose primary base of operation is within the Foundation's nine-town catchment area.
- Public schools and public instrumentalities within the Foundation's nine-town catchment area.
- Foundation grantees whose primary base of operation is outside of the nine-town catchment area if the sole purpose of the meeting/gathering is to promote or implement a FSH funded program.

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

**\$25/Hour Fee:**

The following types of organizations will be charged \$25.00 per hour for use of Campus conference rooms:

- NH nonprofit health related agencies whose primary base of operation is outside of the Foundation's nine-town catchment area.
- Nonprofit agencies within the Foundation's nine-town catchment area who are charging a fee for the programs they are offering.
- NH nonprofits that are not health related, but whose primary base of operation is within the Foundation's nine-town catchment area that are using the rooms for health related programs, educational programs, or for organizational or capacity building meetings.

**\$35/Hour Fee:**

The following types of organizations will be charged \$35.00 per hour for use of Campus conference rooms:

- Nonprofit agencies outside of the Foundation's nine-town catchment area who are charging a fee for the programs they are offering.

**e) Audio-Visual Equipment and Fees**

- The Community Campus has limited audio visual equipment for rent, there is no charge for Community Campus tenants. Currently an overhead projector, portable screen, TV/VCR and a PA System are available on a first come, first serve basis. All conference rooms have white boards mounted on the walls with accompanying eraser and dry-erase magic markers. Movable flip-chart easels are available at no cost if you provide your own paper. Rental fees for the audio-visual equipment are noted in the terms of the Conference Room Booking Contract.
- Fees for AV equipment rental and special set-up fees (this includes Community Campus tenants) maybe requested to be paid in advance. The check should be made payable to the Foundation for Seacoast Health.
- All outside audiovisual vendors must comply with Community Campus operating policies.
- Audio levels should be kept compatible with other activities occurring in the facility.

**f) Contracts**

- Off-site organizations that wish to use a meeting room must complete and sign a "Meeting Room Standard Contract." To request a contract, please contact the Campus Administrative Coordinator at 422-8200.
- Off-site organizations will also receive a "Meeting Rooms Check List" with the contract. Upon completion of the use of the room, the room must be returned to its original condition and the "Check List" must be completed, signed, and returned to the Campus Administrative Coordinator.

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### g) General policies and procedures

- The booking party is responsible for adhering to the times agreed upon for use of the conference rooms, gym and/or AV materials.
- The booking party is responsible for the set-up of the meeting room beyond the standardized set-up. The booking party is also responsible for returning the meeting room to its standardized set-up immediately after usage. Charges will be assessed and added if the room is not returned to its appropriate set-up.
- The booking party is responsible for the tidiness of the meeting room(s) used. Basic cleaning products are available in the larger rooms, as are carpet sweepers. For smaller rooms, cleaning materials are available from the Campus Receptionist. Fees will be charged for any clean-up required by the Foundation or Sodexo/Marriott staff.
- Only the use of drafting tape is permitted to affix anything to the walls, floors or ceilings of rooms.
- The Foundation does not assume responsibility for theft, damage, or loss of any articles brought into the Community Campus facility.
- The booking party assumes all responsibility for damages to property and injuries to persons arising from the booked event and the actions of its members, guests, exhibitors, and invitees. The Foundation may require proof of insurance coverage and amounts it specifies. The Foundation reserves the right to cancel or stop functions at which unlawful or improper activities may or do occur.
- If any property damage is incurred, directly or indirectly, as a result of any member of your group, the group will be responsible for payment, repair, and/or replacement costs and any other costs relating to the collection of said damages.
- The Foundation for Seacoast Health reserves the right to cancel or end meetings by booking party(s) that do not adhere to the above mentioned requests. Booking parties who repeatedly abuse the meeting room(s) will not be welcome to return.

### h) Room layouts

The Foundation for Seacoast Health facility and grounds are smoke-free. Signage both inside and outside will reinforce this tenet. Tenants are expected to reinforce this policy with their clients in support of the health promotion mission of the Foundation for Seacoast Health.

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### 2. Teaching Kitchen

#### a. Description and General Policies and Procedures

- The Teaching Kitchen is available for use by organizations located at the Community Campus.
- To reserve the Teaching Kitchen contact Foundation for Seacoast Health, Campus Administrative Coordinator at 422-8200.

#### b. For More Information: Contact at Foundation for Seacoast Health, Campus Administrative Coordinator- 422-8200

### Teaching Kitchen Guidelines

#### Clean Up

- **Please leave the kitchen clean, clean, clean, when you leave!** This is probably the most important thing we can do to maintain a useful and pleasant place to cook. Never leave dirty dishes in the sink.
- If the kitchen is NOT spotless when you arrive, please call the Campus Administrative Coordinator at 422- 8200. Once you let Campus Administrative Coordinator know about the problem, please do not discuss it with others. Gossip won't fix the problem and it could certainly hurt our relationships with one another.
- Be sure to wipe down all counters, put away food, wash all dishes, and return all dishes etc. to their proper place in the cupboards.
- Please be gentle when cleaning non-stick pots and pans.

#### Pots, Pans, Knives & Other Equipment

- All utensils, pots, pans, etc. will be considered shared. If you leave something in the kitchen, please assume it can be used by others, and will be used responsibly.
- Do not leave any sharp knives in reach of children.
- All pots and pans should remain in the kitchen (do not take them to classrooms).
- If you do borrow something, please leave a note on the white board.
- To help prevent the spread of disease, please cut all meat/poultry on the red cutting board. Do not use the red cutting board for non-meat items.

#### Leftover Food

- When possible, store leftover food in your own agency.
- If you need to store food in the Teaching Kitchen, please let Campus Administrative Coordinator know and be sure it is labeled with the agency name, date, and the name of the staff person responsible. A roll of white tape and a marker can be found on top of the refrigerator.
- Everyone is encouraged to compost all of our food waste that is not meat or dairy. Please help us in this effort to reduce the waste stream and produce top quality soil.

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### 3. Gymnasium

#### a) Description and General Policies and Procedures

- Eligibility for Use: The Gymnasium is now offered for usage to Non-Profit Agencies located in the communities of Portsmouth, Rye, New Castle, Greenland, Newington and North Hampton, New Hampshire as well as Kittery, Eliot, and York, Maine.
- Hourly Fees: There is an hourly fee for the rental of the Gymnasium.
- Prohibited Events: Religious and/or political services or rallies are not permitted to occur at the Community Campus or its surrounding properties.

#### b) Rules Covering Usage

- Supervision: The Foundation for Seacoast Health and New Heights expects each User Agency to provide a level of supervision for the safety of all of their participants. We also expect the User Agency to assume responsibility for keeping the Gymnasium and adjacent areas clean after each event.
- Black-Soled Shoes: Please note that black-soled shoes that leave scuff marks are not permitted in the Gymnasium. All food and beverages are to be confined to the Café area located just outside of the Gym. Chewing gum is also not permitted in the Gym.
- Time Allocations: As other groups are utilizing the Gymnasium, we ask that all User Agencies be aware of their time allotments and plan accordingly.
- Right to Cancel: The Foundation and New Heights reserve the right to cancel or stop functions at which unlawful or improper activities may or do occur.

#### c) To Reserve The Gym

- Evening Use: To book the gymnasium Monday through Friday between 5:30 pm and 9:30 pm, please contact New Heights at 422-8235.
- Daytime Use: To book time from 8:00 am until 2:00 p.m. M-F or during the weekend between please contact the Campus Administrative Coordinator at the Foundation for Seacoast Health at 422-8200.

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**d. Gym Fees**

**Monday-Friday  
Daytime Hours**

- **All day use of gym (8-4) by a NH nonprofit agency, public school, or public instrumentality is \$300.00.**
- **Hourly rate for gym use is \$50.00/hr.**

**Evenings and Weekends**

- **\$75.00/hr. for use of gym and required supervision/custodial services.**

**Set-Up Fees**

- **Chair Set-Up and Breakdown cost is \$50.00**

**AV/Equipment Rental Per Hour**

- **Lectern \$ 5.00**
- **Overhead Projector \$10.00**
- **Screen \$ 5.00**
- **PA System \$10.00**
- **TV/VCR \$10.00**

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#### 4. Common Playroom

##### a) Description and General Policies and Procedures

- Eligibility for Use: The Common Playroom is available for use during evenings and weekends.
- Hourly Fees: There is an hourly fee for the rental of the Common Playroom.

##### b) Who may use the Common Playroom:

- Nonprofit health related organizations located in New Hampshire.
- New Hampshire nonprofit organizations that are not health related but whose main base of operations is within the Foundation's nine-town catchment area.
- Public schools and public instrumentalities located within the Foundation's nine-town catchment area.

##### c) Exceptions:

- The Foundation for Seacoast Health reserves the right to waive the above restrictions and/or any fees for entities that the Foundation chooses to host/sponsor.
- Organizations that do not meet the criteria noted above may apply to the President/CEO of the Foundation for Seacoast Health who has the sole authority to grant an exception.

##### d) To Reserve the Common Playroom:

- To reserve the Common Playroom, call the Campus Administrative Coordinator. Common Playroom requests must be made ten days in advance of the event.
- As other groups may be utilizing the same room as your group prior to or following your function, please adhere to the times agreed upon.

#### Evenings and Weekends

- **The Common Playroom is not available to off Campus agencies during weekdays.**
- **\$50.00/hr. for use of Common Playroom.**

#### Set-Up Fees

- **Chair Set-Up and Breakdown cost is \$50.00**

#### 5. Playing Fields

- a. **For More Information:** Contact the Campus Administrative Coordinator at 422-8200.

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## Section I: E. Special Events

### 1. General Policies and Procedures

#### a. Who May Use

The Community Campus shall be non-profit, non-partisan, and non-sectarian and shall take no part in or lend its influence of facilities, either directly or indirectly, to the nomination, election, or appointment of any candidate for political office in city, country, state, or nation. Subsequently no organization may use the facility for partisan political activities.

**b. Reservation Procedure:** Contact the Foundation for Seacoast health Campus Administrative Coordinator at 422-8200.

**c. For More Information:** Contact the Foundation for Seacoast Health Campus Administrative Coordinator at 422-8200.

### 2. Live Music

Special arrangements must be made with the Foundation for Seacoast Health for performance of live music. Music should be kept at a level compatible with other events occurring in the facility. The common meeting rooms are not intended to be used for rehearsal or performance space.

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