

**Please read this Terms of Use Agreement carefully, as it governs the use of our services. By accessing or using the Flinn Foundation Educational Conference Center facilities, you agree to all the terms that are incorporated into this Agreement as referenced below.**

## **Terms of Use**

### **General Use**

1. Use of the Flinn Foundation Educational Conference Center facilities is available at no cost to qualified nonprofit organizations and state and local Arizona government agencies operating within the Foundation's specific areas of interest in the biosciences, health care, education, and the arts, based on availability, appropriateness of intended use, and upon approval of an online Facility Use Request.
2. Requests for use of the Flinn Foundation Educational Conference Center by qualified groups should be submitted through the online Facilities Use Request form no less than two weeks and no more than three months in advance of the meeting/event. Applications will be considered on the basis of space availability, the appropriateness of the intended use, and availability of Conference Center resources.
3. First-time users must supply a copy of the organization's IRS documentation confirming its 501(c)(3) tax status. This documentation may be emailed to Juliet Gomez at [jgomez@flinn.org](mailto:jgomez@flinn.org).
4. Fundraising events, private or family events, and/or sessions designed to promote a partisan purpose or specific pending legislative or ballot action, and public meetings in which the public is invited to attend without prior notification/RSVP to the hosting organization, are not appropriate uses of the Flinn Foundation Educational Conference Center.

### **Audiovisual & Other Equipment**

5. Audiovisual equipment is available for use by reservation only, under general Conference Center staff supervision, and is available on a first-come first-served basis. Audiovisual requests should be made at the time of application and must be confirmed at least one week prior to the meeting.
6. The sponsoring organization must designate a representative/representatives to be trained on the proper use of the audiovisual and lighting console and other reserved equipment. The designated representative(s) must arrive at least 15 minutes prior to the meeting start time so Conference Center staff can train them how to correctly operate the reserved audiovisual equipment. The Foundation's audiovisual equipment must be used by only those designated person(s) that have been trained on its use. The designated representative(s) will be responsible to ensure the equipment's proper use and protection, as well as ensuring that all equipment is returned in good working order at the end of the meeting.
7. The Foundation reserves the right to refuse use of its equipment to any group that fails to provide a representative to be trained on its use, and/or that uses the equipment in a careless manner.
8. A representative of the sponsoring organization must alert Flinn Foundation staff immediately of any damage to the Foundation's equipment, furniture and/or furnishings, and the sponsoring organization shall be responsible for any loss or damage to the Foundation's equipment, furniture and/or furnishings cause by its representatives and/or guests.
9. The use of audio systems must not disrupt routine Foundation business.
10. Signage may be used on easels inside the meeting room only. No items may be attached to any wall, floor, window, ceiling, or other surface with nails, staples, or any other substance without prior approval from Conference Center staff. Flipcharts are available by reservation and contain self-adhesive chart paper. Chart paper should not be written on while affixed to the walls.

## **Food and Catering**

11. Food and expanded beverage service for meetings scheduled at the Conference Center must be secured by the sponsoring organization through one of the Foundation's approved catering firms. The sponsoring organization must coordinate directly with the approved caterer, have a representative on-site to meet the caterer when they arrive, and must cover all catering costs. They must also notify the Foundation in advance to confirm which of the approved caterers will be used for their meeting.
12. Organizations may not supply their own food or beverages, unless the items are purchased and brought in original packaging from a commercial vendor.
13. Beverages containing alcohol are not permitted for use by outside organizations. This includes nonalcoholic beer and wine that contains a very low percentage (.05%) of alcohol.

## **Additional Information**

14. The Flinn Foundation Educational Conference Center is a non-smoking property. Smoking is not permitted anywhere inside the building, on the patios, or near any of the building entrances. Guests wishing to smoke must go out to Central Avenue or 1st Avenue.
  15. Limited parking is available in the Flinn Foundation visitor parking lot. Overflow parking may be available for a fee through the parking garage located next door to the building. The Conference Center does not validate parking.
  16. It is understood that the premises will be left in a neat and orderly condition, free of debris and other materials, and will be vacated by all guests by the approved completion time.
  17. It is the responsibility of the sponsoring organization and/or its representative(s) to ensure that all fire and safety ordinances are met during the event, and that any additional licenses are acquired if necessary.
  18. The Conference Center reserves the right to require that sponsoring organizations provide a copy of all flyers, advertisements or meeting invitations prior to approving use of the meeting facilities.
  19. No solicitation may take place on the Flinn Foundation's property. Solicitation means any activity which can be interpreted as being for the promotion, sale, or transfer of products, services, memberships, or for the participation in any venture of any kind, including organizational or grievance activities. The distribution and/or posting of handbills, leaflets, circulars, advertising, posters, or other printed material for these purposes is solicitation and is prohibited.
  20. The Flinn Foundation Educational Conference Center does not assume responsibility for any damage or loss of any personal property left on the premises prior to, during, or following a meeting or event.
  21. The sponsoring organization agrees to indemnify and hold harmless, to the extent allowed by law, the Flinn Foundation, its affiliates, and staff for any damages to the facility, property, personal injury or death resulting from its use of the Flinn Foundation Educational Conference Center.
  22. The Flinn Foundation Educational Conference Center reserves the right to require proof of suitable insurance coverage prior to any scheduled meeting or event.
  23. This agreement is subject to all applicable federal, state and local laws including health and safety codes, alcoholic beverage laws and the like. The sponsoring organization agrees to cooperate with the Conference Center to ensure compliance with such laws.
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