

# Community Room Rules & Policies for Washtenaw County Nonprofit Groups



United Way  
of Washtenaw County

## Room Available

- Location: 2305 Platt Rd, Ann Arbor, Michigan
- 1,500 sq. ft. conference room; full room or with partition.
- Available for use by Washtenaw County nonprofit agencies.
- Room capacity is **58** as established by the fire marshal of the City of Ann Arbor.
- For most meetings utilizing tables, the maximum capacity for the comfort of your guests is **40-45**

## Equipment and Facilities Available

- Projector, screen, and audio
- HDMI and VGA input cables
- Clicker to advance presentation slides
- Hand microphone and lapel microphone
- Wireless Internet (Wi-Fi password is posted in the southwest corner of the room)
- 3 dry-erase easel stands
- Related to the kitchen
  - It may only be used to stage the serving of prepared or catered food. All food and beverage supplies must be provided by your group (such as plates, cups, napkins, silverware, etc.)
  - Commercial coffee maker, coffee, pots, hot plate, water pitchers and mugs are available.
  - The stove, microwave, and dishwasher may not be used. Mugs used during the meeting can be placed in the dishwasher.
  - The kitchen should be cleaned if you use it.

## Availability

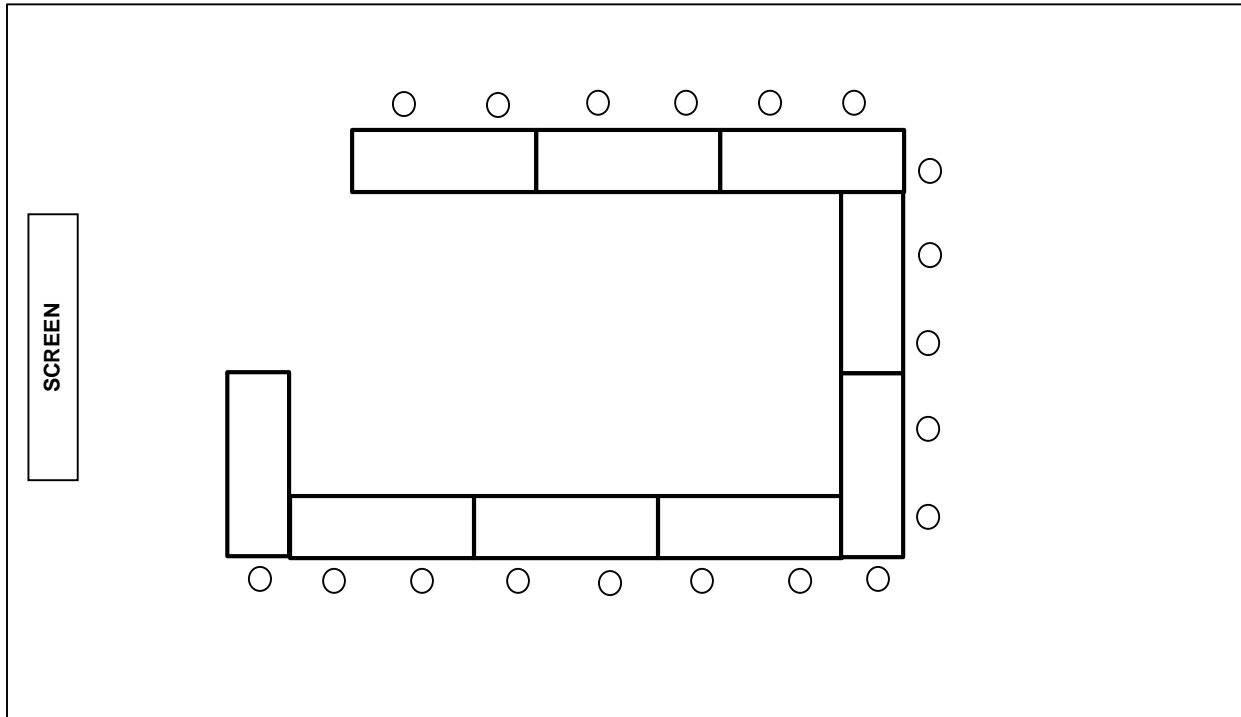
- Meeting room is available during regular business hours, Monday-Friday, 8am-4:30pm, unless a special exception is made.
- No weekend or major holiday dates are permitted
- Current availability and reservations of Community Room can be made in the link [www.uwgive.org/communityroom](http://www.uwgive.org/communityroom)

## Reservation Policies

- Groups must reserve the room at least seven days in advance of the event and no more than 6 months in advance.
- UWWC shall receive priority of room scheduling for its events.
- We ask that meetings stay within their scheduled reservation times, as we may have to make accommodations for other organizations.
- Reservations will be accepted on a first-come, first-served basis.

## Set-up/Clean-Up Expectations

- Group is responsible for their own set-up and clean-up.
- When moving tables, wheel brakes **MUST** be unlocked.
- All facility areas should be restored to a clean and neat condition. Please remove all food, trash, and any unwanted paperwork from the tables, counters, and floor.
- Wipe tables down after the meeting (cloths, towels paper, multi-purpose cleaner and disinfecting wipes are located in the community room cabinet.)
- Tables and chairs should be returned to the original configuration. (See diagram below.)



- If Community Room trash bins are full, remove all waste/trash generated from the event and place into the UWWC dumpster located in the front east side of the building off the parking lot. Recycling is encouraged. Recyclables need to be placed into the proper recycling receptacle.

## Meeting Rules

- Only activities that are mission-related to your agency are permitted in the room (ex: board meeting, membership meeting, recognition event, staff meeting, training, etc.)
- Prohibitions:
  - Alcoholic beverages, smoking, open flames.
  - Our printer is **NOT** available. We **DO NOT** print or copy documents or handouts for the meeting. The groups must bring their own materials.
  - Avoid excessive noise. Please be mindful that we are an operating business office and it is appreciated for excessive noise in the lobby be kept to a minimal level.
  - Meetings that are forbidden: political or sales meetings, major fundraisers and holiday parties that could attract an open-ended number of attendees are not permitted.
  - Nothing can be tacked, taped, or otherwise affixed to the walls. You may bring free-standing displays and flip charts.

- In the event of an emergency, after-hours user groups should call 911. All incidents must be reported to the UWWC representative on duty.
- We ask that groups assume responsibility for cleaning up and for any damage to United Way facilities resulting from their use. UWWC may assess charges for damage or cleaning.

## **Parking**

- Limited parking is available in our parking lot.
- During normal business hours, visitors may not park east of the UWWC building (signs are posted).
- Overflow parking is available in the Vineyard Church parking lot immediately north of the building at 2275 Platt Rd. The church requests that overflow visitors do not park in the spaces directly along the front or side of the church building as those spaces are reserved for parents dropping off their children at their childcare facility.

## **Insurance**

- The user group must assume full liability for the activity conducted in the facility and shall hold the United Way of Washtenaw County harmless.
- Groups shall possess insurance to cover their activities and use of the building.

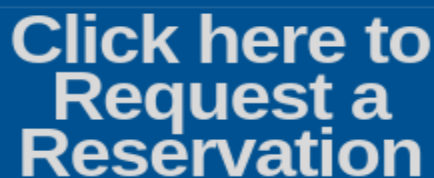
## **Cancellations**

Circumstances under which reservations may be canceled by UWWC:

- The applicant provides false or misleading information.
- Failure of group to comply with terms and conditions of policy.
- Weather or other unforeseeable conditions causing facility closure.
- An individual or group who willfully, or through gross negligence, mistreats the equipment or facilities or violates any regulations of United Way.
- Please notify us if you need to cancel your reservation. Cancellation can be made online in the same email you received with the confirmation.

## **Terms**

- United Way retains the right to deny access to any group at any time.
- Violation of these terms may result in a denial of future access to the space.
- Damages may result in fees.
- All exceptions to this policy must be approved in writing by the President.



**Click here to  
Request a  
Reservation**

## **Questions?**

Contact Sophia Barrios, [sbarrios@uwwashtenaw.org](mailto:sbarrios@uwwashtenaw.org), 734-971-8200.