



Promethean Foundation

Training Room Policy and Procedure

206 E. Reelfoot Ave. Suite 23

Union City, TN 38261

731-884-0088

Promethean Foundation training room is available for use by approved affiliate agencies for presentation of informational, cultural, educational, or civic meetings and programs in keeping with community standards and Promethean Foundation mission. The room has a square footage of 1,500sq ft. and can seat 50 guests. We ask that you please read over and observe the terms and conditions associated with the policy and procedures that the Promethean Foundation are set forth. If you have any questions regarding the outlined information, please do not hesitate to ask. The Promethean Foundation does not advocate or endorse the viewpoints of any group or individual.

I. RESERVATION POLICY

Each organization must fill out a reservation application form either in person or on the Promethean Foundation website. Reoccurring reservations will be accepted for up to six months and must then be renewed. A call of inquiry regarding availability does not constitute a room reservation. Requests will be considered on a first-come, first-served basis. Organizations must list a contact person that can be contacted for questions; whether questions arise of Promethean staff or public interest regarding training.

II. CANCELLATION POLICY

Organizations should notify Promethean Foundation as soon as possible if training is canceled. Organizations with two "no call/no shows" in a calendar year will not be permitted further reservations for one year.

III. FEES FOR USAGE

Fees for non-profit organizations: FREE

Fees for businesses: \$50

IV. SETUP UP, USE, AND TAKE DOWN

Organizations are responsible for setting up the room and should include time for set up and take down into their reservation time. Food and drink may be served within the training room. Organizations are allowed to use the kitchenette area located in the middle back area. Food for the occasion may be stored in the kitchenette refrigerator the day before the event. Organizations are responsible for following food safety guidelines. The room must be left in the same condition as they are found.

Meeting Conclusion Checklist:

1. Floor is cleared of any debris. A small carpet sweeper is in the bathroom
2. Tables are wiped down and cleaned
3. All decorations have been removed
4. Lights have been turned off
5. Tables and chairs have been replaced in the same order as arrived
6. Kitchenette has been cleaned and all food and drink removed.
 1. A cleaning basket is available inside the kitchenette for your convenience
 2. Trash to be removed and placed in the outside dumpster

Promethean Foundation reserves the right to charge the contact person listed for the reservation \$100.00 cleaning charge, for improper conditions being left. Organizations may not store or leave equipment, supplies, decorations, or personal belongings in the training room. Promethean Foundation is not responsible for lost, damaged, or stolen items.

V. TIMES FOR USE

Trainings can be used during business hours. If trainings are held after business hours the training must end by nine o'clock in the evening (9:00p.m). This includes all people and clean up. No reservations can be made for Sundays or holidays observed by the Promethean Foundation.

Promethean Foundation hours of operation are M-F, 8:30-4:30pm. Closed all Federal Holidays. Hours are subject to change and will be posted on Promethean Foundation property as well as social media. If Promethean must close due to an emergency or weather-related event every effort will be made to notify the organization scheduled to the training room. During adverse weather, the organization's contact person should monitor Promethean Foundation Facebook page for unscheduled closings.

VI. AUDIOVISUAL

An HDMI television is provided. All other equipment is not provided. Including laptop Promethean Foundation is not responsible for setup or the operation of audiovisual equipment.

VII. DECORATIONS

Decorations for your training are welcome; however, we ask that you please note the following rules:

1. Do not attach any decorations to the painted walls, ceiling tiles, glass surfaces, and any other finished surface.
2. Decorations must be removed immediately after the event
3. Promethean Foundation will not be held responsible for any items remaining after an event
4. Lighted candles are not allowed

VIII. PUBLICITY

Promethean Foundation does not advocate or endorse the viewpoints of any group or individual. Training room use shall not be published in such a way as to imply Promethean Foundation sponsorship. All printed materials such as flyers or posters publicizing trainings at Promethean Foundation must contain the following disclaimer: "Use of Promethean Foundation training room does not constitute an endorsement of the program/meeting of its content by Promethean Foundation."

IX. ALCOHOL & DRUGS POSSESSING

Alcoholic beverages in an open container, or consuming or selling any alcoholic beverage while on Promethean Foundation property is strictly PROHIBITED AT ALL TIMES. The use of illegal drugs, alcohol, and gambling are prohibited on or in Promethean Foundation facilities.

X. SMOKING POLICY

Smoking is strictly prohibited on and in all Promethean Foundation facilities.

XI. ACKNOWLEDGEMENT

Those planning to use the training room must sign the statement below accepting responsibility for damage or loss of Promethean Foundation equipment and furnishings. The person who signs the statement is responsible for the conduct of the group. Failure to abide by Promethean Foundation's training room policies and procedures may result in fine and/or the cancellation or refusal of future reservations.

By receipt and review of this document, I agree to the above terms and conditions,

Signature of Responsible party: _____

Title (if applicable): _____

Contact Number: _____

Date: _____