

American Red Cross of Summit and Portage Counties

501 West Market Street

Akron, OH 44303

330-535-6131

FACILITY USAGE POLICIES

The American Red Cross will make available meeting/training rooms in its Akron facility for use by area Non-Profits, Community Groups, and other organizations whose mission and values align with our focus on Community Service.

The use of Red Cross facilities by any group is solely at the discretion of the American Red Cross. The use of rooms by outside groups should in no way interfere with the ability of the American Red Cross to conduct its own business. When conflicts in room scheduling occur, the needs of the Red Cross will take precedent over that of other groups. Any use of our facility must also be consistent with our fundamental principles of Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

Rooms may not be reserved by outside groups for personal social functions such as birthdays, showers, parties, etc. Requests for business social functions such as volunteer recognition events, donor receptions, etc. will be considered on a case-by-case basis.

The Red Cross reserves the right to change room assignments or make other changes to a reservation so as to best accommodate the needs of the Red Cross, while also attempting to accommodate the group requesting use of the facility. During times of disaster operations, regrettably, it may be necessary to cancel a reservation with short notice.

How to Reserve a Room

All groups using Red Cross facilities are required to complete a Room Reservation Request form. Rooms will not be reserved over the telephone or "held" for a group pending our receipt of the request form. A purchase order, Visa/MasterCard number or a check must be included with the Room Reservation Request form.

Outside groups may request the use of Red Cross facilities no more than 3 (three) months in advance of the requested date.

Hours of Use

Chapter facilities may be reserved during the following hours:

Monday thru Thursday	8:30 am to 8:30 pm
Friday and Saturday	8:30 am to 4:30 pm.

Access to the facility outside of the times listed above will incur an additional charge for building security at the rate of \$40.00/hour (**or any part thereof**). No exceptions.

The building will generally not be available for use on holidays or other days when the Red Cross is closed.

Fees

A set-up/clean fee is charged based on the room size. There will also be additional charges for audio/visual equipment and beverage service. Please consult the Room Reservation Request form for fee information.

Groups with account balances in excess of 90 days will not be permitted to reserve additional rooms until their account is brought up-to-date.

All groups are expected to leave the room neat and clean and take reasonable steps to prevent damage to our facility. Additional charges may apply for excessive clean-up or damage repair.

Cancellation Policy: 48 hours* notice is required for a full refund; less than 48 hours* a 75% refund, less than 24 hours* no refund. (*business hours only – weekends/holidays excluded).

Facility Safety and Security

All visitors to our facility are required to sign in and out at the Reception Desk located in the main lobby. A visitor nametag will be issued and must be worn at all times while in the building. To facilitate a quick sign in process, we recommend groups with more than 20 people send us a list of participants 1-2 days ahead of time so we can prepare visitor passes.

We do not permit any exterior door to be propped open at any time. If you are moving large amounts of equipment in or out of the building please contact one of our representatives so we can direct you to the nearest location for loading and unloading.

No open flames are permitted in our facility. The only exception we will make to this rule is to allow the use of “canned heat” products for food warming purposes only if they are placed in a secure holder underneath a chaffing dish. Candles are prohibited.

Food & Beverage

For an additional fee we will provide beverage service to your group. Our beverage service includes regular coffee, decaf coffee, water for hot tea, ice water, creamer, sugar/sweetener and cups.

The fee charged is based on the total number of people in your group whether or not they choose to drink the beverages.

Our contract with our coffee supplier prohibits any coffee from ‘outside’ sources to be brought into our facility.

Dark colored fruit beverages are not permitted under any circumstances. This includes, but is not limited to: grape juice; fruit punch; red, purple or blue “kool-aid” type beverages. These drinks, when spilled, permanently stain the carpeting.

We do not offer food catering services. Groups are permitted to bring in outside food but no access to our kitchen will be permitted for food storage or preparation.

Audio-Visual / Computer Equipment

The P.A. system in the Community Rooms may be reserved (for an additional fee) but can only be used if the group is occupying both sides of the room. The P.A. system does not allow for laptop computers to be plugged in for the purpose of projecting sound throughout the room. The P.A. system includes one hard-wired microphone with a stand. To insure there is no disruption to business being conducted in the building sound levels must be kept at an appropriate level.

No outside sound equipment may be brought into any room without prior permission.

Groups are responsible for bringing extension cords, etc. for any audio-visual equipment they bring in.

Internet connections are not available for use in any of the classrooms. Outside groups are not permitted to plug into the Chapter's computer network under any circumstances. Meeting rooms do not have analog phone lines to facilitate dial-up internet connections.

General Rules

Please remember that we are not a professional conference facility. We do not offer any office support services such as the use of computer equipment, copy machines or fax machines. We don't provide paper, pens, etc, for your participants. Beyond the items described in our "beverage service" we do not offer food service items such as serving utensils, chafing dishes, paper products, condiments, etc. Please plan ahead.

Our staff is not available to help you load or unload your supplies, setup or troubleshoot audio-visual equipment you have brought in, etc.

Please do not hang or otherwise attach anything to the walls or ceiling of our facility.

The use of confetti or similar materials is prohibited.

We maintain the temperature in our meeting/training rooms at an appropriate level for the season but please suggest to your participants that they dress in layers to allow for varying comfort levels among individuals.

Groups using the facility are requested to leave the facilities in the condition found and report any damage immediately.

Smoking is not permitted anywhere on Red Cross property except in a personally owned vehicle.

The individual signing the Room Reservation Request is responsible for insuring that all facility policies and procedures are followed.

We appreciate your cooperation in following all our facility usage policies. If you have any questions or need further clarification please do not hesitate to contact Marlo Gillespie at (330)535-2312 or GillespieMar@usa.redcross.org