



RULES RELATING TO THE USE OF MEETING ROOMS AT THE OFFICES OF THE CAMERON FOUNDATION

*Please read carefully and initial/sign all pages in this as well as the Meeting Room Agreement form.
You may either fax or email both documents as follow:*

ATTENTION: Meeting Room Coordinator

fax to: 804 732 8701

email to: reservations@camfound.org

The Cameron Foundation, which is referred to in these rules as “Cameron,” is pleased to make the meeting rooms at its offices at 228 South Sycamore Street in Petersburg available for business and professional use by organizations located in its service area. The service area is the Cities of Petersburg, Colonial Heights and Hopewell, the Counties of Prince George, Dinwiddie and Sussex, and the southern portion of the County of Chesterfield.

There is no charge for use of a meeting room by a non-profit organization. A for-profit organization is required to make a donation of at least \$300.00 to one of the many non-profit organizations in the service area. For the purposes of these guidelines, a non-profit organization is one that has obtained tax-exempt status from the Internal Revenue Service. The donation required by this paragraph must be made by check delivered to Cameron at or before the time a meeting room is used.

THE MEETING ROOMS:

- **Capacity:** There are two meeting rooms. One has a maximum capacity of 120 persons, and the other has a maximum capacity of 30 persons. These maximum capacities reflect the applicable fire and safety regulations and **they may not be exceeded.**
- **Availability:** Between Labor Day and Memorial Day, the meeting rooms are available Monday through Friday, from 9:30 A.M. to 8:00 P.M., excluding holidays (any necessary set up may begin at 9:00 A.M.). Between Memorial Day and Labor Day, the availability remains the same, except that the Friday hours are from 8:30 A.M. to 11:30 A.M. (any necessary set up may begin at 8:00 A.M.). The holidays when the meeting rooms are not available are New Year’s Day, Dr. Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and any other day during which State of Virginia offices are closed because one of the listed holidays falls on a weekend.
- **Reservations:** A reservation for a meeting room must be made by e-mail (reservations@camfound.org) or by telephone (804 732 8900) at least 2 weeks in advance of the meeting date. A walk-through of the room will be available if requested. A reservation may be canceled by email or by telephone, but it must be cancelled at least 48 hours in advance of the time in which the room was to be used and, in order to free up the room for other users, it should be canceled immediately after the canceling organization decides the room will not be needed. Cameron reserves the right to cancel a reservation if it determines such cancellation is necessary.
- **Equipment:** Tables and chairs are available for use in the meeting rooms. Audio visual equipment and wireless internet also are available.
- **Personnel:** Cameron personnel are not available to assist in the set up, use or cleanup of the meeting room or for any other purposes. They have other duties.

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GENERAL RULES:

- Prior to the use of a meeting room, a duly authorized representative of the organization that will be using the room must sign an agreement in which the organization acknowledges receipt of a copy of these rules and agrees that its use of the room will be as set forth in these rules.
- Any publicity relating to the use of a meeting room must clearly identify the sponsor or sponsors of the meeting and the date and time of the meeting. Under no circumstances is such publicity to indicate or imply that Cameron is a sponsor.
- A meeting must end, and the room must be cleaned up and vacated, no later than the end of the availability of that room, which is 8:00 P.M. on most days. Cameron will not be responsible for the storage of any program materials or other property relating to the use of a meeting room.
- The organization that is sponsoring the meeting will be responsible for maintaining order during the meeting and agrees to reimburse Cameron for the cost of repairs to, or replacements of, Cameron property damaged in connection with the use of a meeting room.
- Persons attending a meeting in a meeting room must restrict their activities to the meeting room and the restrooms on the floor on which the meeting room is located. Under no circumstances are they to enter the front portion of the building in which the business offices are located.
- The tables, chairs and other furniture in a meeting room may be rearranged to meet the needs of the persons using the room, but must be returned to their previous locations at the end of the meeting. This is part of the cleanup that is the responsibility of the organization sponsoring the meeting.
- Nothing that will cause a hole or leave a residue such as glue or other adhesive is to be applied to any wall, furniture, equipment or other surface of the meeting room.
- Light refreshments may be served in a meeting room, but refreshments to be heated by Sterno or other method involving flames is prohibited. The refreshments can be provided by the organization sponsoring the meeting and/or by a catering service selected and paid by such organization. If a catering service or other outside person or entity is hired and will be making a delivery, a representative of the organization that is sponsoring the meeting must accept and sign for such delivery and, if the delivery vehicle is a truck, it must park and deliver from the street. Under no circumstances is such organization to indicate or imply that Cameron is responsible for such payment. Part of the cleanup that is the responsibility of the organization sponsoring the meeting is the cleanup of all food and other refreshments, as well as all trash, and the appropriate disposal thereof.
- Smoking is not permitted inside or outside of the Cameron building, including the parking lot.
- Neither drugs nor firearms or other weapons are permitted inside or outside of the Cameron building, including the parking lot.
- Except with the express written permission of the President of The Cameron Foundation, alcoholic beverages are not permitted inside or outside of the Cameron building, including the parking lot. Further, if permission is granted, an ABC Special Event Permit is required. (<http://www.abc.virginia.gov/licensing/banquet.htm>) This permit must be applied for with ABC at least 10 days prior to the event and a signed copy of the permit submitted to The Cameron Foundation to be held on its premises before any alcoholic beverages may be served.
- **Cameron is not responsible for personal injuries or personal property loss or damage inside or outside of the Cameron building, including the parking lot.** Persons using the parking lot are urged to lock their vehicles.
- **A violation of these rules may result in denial of a future request for use of a meeting room.**

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