

Worcester Youth and Family Counseling Services, Inc. Community Room Policy

Dear Community Partner,

Worcester Youth and Family Counseling Services Inc. is delighted to provide your organization with a free meeting/training room. Funding for our community rooms have been made possible through Worcester's Initiative to Preserve Families and community donations. In an effort to continue to provide our rooms at no-cost to all service providers we ask that you please help us keep our spaces clean and free from damage. Please read the following room policy and thank you for partnering with WYFCS to provide vital services to our community!

1. Community rooms are available in both Berlin and Pocomoke offices of Worcester Youth and Family Counseling Services, Inc (WYFCS).
2. WYFCS has first priority for the use of rooms. With proper notice, WYFCS may cancel or reschedule a community room reservation.
3. Community rooms are available to organizations engaged in educational, cultural, intellectual, or charitable activities. Community rooms are also available for civic and community events such as elections, blood drives, health fairs, and similar events.
4. Before the initial use of a community room, the person responsible for an eligible organization must complete a *Room Request Form* (attached).
5. Reservations for community rooms will be made on a first-come, first-served basis.
6. No alcoholic beverages of any kind can be served in a community room.
7. Any group that uses a community room is responsible for setting up the room as it wishes and returning the room to its original condition. This includes removal of any trash accumulated during use.
8. Any group that uses a community room agrees to be responsible for any damage to the room, furnishings, furniture or equipment during the time of the group's use. If a mishap occurs please notify Megan Kerrigan or Tracy Arthur (for Berlin) or Lori Carson (for Pocomoke) as soon as possible.
9. Any group that reserves a community room agrees to inform WYFCS as soon as possible if it becomes necessary to cancel or reschedule an event.
10. Multiple uses of a community room may be scheduled on the same day. WYFCS must be made aware of any set-up or clean-up time that may be involved during a group's reserved time.
11. Use of a community room before or after normal operating hours of WYFCS may be permitted at the discretion of the Executive Director, Office Manager, or other designees. Such before – or – after hours use may require payment of fees to assure proper building security.
12. WYFCS, its Board of Directors and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or the individuals who attend meetings and events on WYFCS premises.

I have read the above policy for use of community rooms and, in the name of my organization, agree to abide by it.

Signature _____ Date _____

Print Name _____ Title _____

Worcester Youth and Family Counseling Services, Inc. Community Room Request

Organization _____ Phone _____

Address _____

City, State, Zip _____

Purpose of meeting _____

Meeting Room: _____ Berlin _____ Pocomoke

Date(s) room needed _____

Number attending _____

Applicant's name _____ Contact (if different) _____

Address _____ Address _____

Phone(s) _____ Phone(s) _____

Actual meeting times: Start _____ End _____

Preparation & cleanup times: Start _____ End _____

Equipment requested _____

Return this request form to the WYFCS office where you wish to meet. If you have any questions please call the WYFCS office where you wish to meet.

Berlin

Megan Kerrigan or Tracy Arthur, 410-641-4598
Fax 410-641-4696

Pocomoke

Lori Carson, 410-957-6550
Fax 410-957-6551

Please read and sign the Community Room Policy Page