

Transit Center Meeting Room Policy

In keeping with METRO's mission and core values, METRO provides meeting rooms located within the Transit Center for use by non-profit community organizations at no charge and by individuals and for for-profit groups for a fee. METRO does not discriminate in making its meeting rooms available for us on the basis of race, color, national origin, religion, gender, military status, age, sexual orientation, or physical limitation. Use of the METRO Transit Center meeting rooms or facilities by any group in no way constitutes endorsement and/or sponsorship by the METRO staff or board of trustees of the viewpoints, policies or beliefs of the group by METRO.

The use of a meeting room or facilities by a non-METRO group shall not be publicized in such a way as to imply METRO sponsorship of the group's activities unless the activity is being co-sponsored by METRO. Rooms may not be booked by for-profit groups to hold open public workshops or seminars with a business presenter, even if the program is educational in nature.

Eligibility

Local non-profit groups, units of government and appointed or elected government officials may use meeting rooms or facilities in the Transit Center without charge during hours the Transit Center is open if room is available. Any METRO designated use will preempt any outside use.

The meeting room will not be available for rental outside the daily operating hours of the Transit Center for free. Any rental outside of normal operations will be charged the for-profit rates.

In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility for fee waiver. In that case, the group must qualify as a tax-exempt organization and must submit a copy of a current letter of exemption to METRO.

For-profit businesses and individuals may use Transit Center meeting rooms for a fee. (Please refer to the Fees for Transit Center Meeting Room Use section of this policy.)

Meeting/Event Hours

Meeting or event participants using Transit Center meeting rooms must vacate them promptly at the end of the reserved time. Transit Center facilities are not available on days when the Transit Center is closed unless prior arrangements are made.

Publicity

All publicity about the meeting or event must clearly state that the Transit Center is merely the site of the meeting or event and not its sponsor.

Responsibilities

All meetings and events held in the Transit Center must be conducted in an orderly manner and in full compliance with applicable laws, regulations, and METRO rules. Failure to comply may result in the meeting or event participants being asked to leave the Transit Center immediately and in the group being prohibited from using Transit Center facilities in the future. Transit Center staff and security personnel reserve the right to remove any person from Transit Center property for failing to follow patron behavior guidelines or other Transit Center policies and procedures.

Meeting room or facilities use may be denied to anyone giving false information or failing to comply with this policy. Repeated cancellations may result in future requests being denied.

Any group using Transit Center meeting rooms or facilities must pay for any and all damage to Transit Center property resulting from the group's use. This includes but is not limited to walls, floors, grounds, equipment, and furniture. Damage to METRO property may result in the group being prohibited from using Transit Center facilities in the future.

METRO is not responsible for loss of or damage to non-METRO property before, during, or after the meeting or event. METRO cannot supervise exhibits or group displays.

If the organization engages a speaker, the organization is responsible for all arrangements regarding the speaker.

Gambling, bingo, casinos, or wagering of any kind is prohibited.

All normal METRO rules and regulations apply to all people using or visiting the Transit Center which are posted in the Center.

Reservations

Reservations for the meeting room involving METRO-sponsored activities receive the first priority. These activities include but are not limited to; trustee meetings; staff meetings; and other events sponsored by the METRO that encourage use of METRO materials and services. All others have second priority on all dates.

All reservations are PENDING, until approved via e-mail by METRO. METRO reserves the right to re-assign meeting room use based on projected attendance and requirements.

Persons applying for rooms must be 18 years of age or older. METRO reserves the right to ask for verification of age.

Reservations for meeting rooms in the Transit Center may be made up to three months in advance. Bookings must be made at least one month in advance. Please allow for set-up and clean-up time when making a reservation. To reserve the meeting room, please speak with administrative personnel at the Kenmore Boulevard Facility.

In reserving a Transit Center meeting room, a group assumes the risk that the METRO may need to preempt the space for its own purposes.

Permission to use a meeting room is not transferable.

Transit Center Meeting Room Use

Limits on Use

No sales or soliciting is allowed. Meetings planned by a company or individual to promote, advertise, or lead to a sale of a product or service are not permitted.

No fees can be charged to and no contributions solicited from those attending meetings, programs or events in the meeting rooms. When rooms are provided to a non-profit group, meetings must be free and open to the public.

METRO reserves the right to cancel the use of the meeting room or cancel any reservation at any time if the meeting room is needed for METRO use, maintenance or due to a situation warranting an emergency closing of the Transit Center. All fees will be refunded.

All activities conducted in the Transit Center are subject to the policies of METRO.

The meeting rooms are accessible to people with disabilities in accordance with the Americans with Disabilities Act.

Each group is responsible for the set-up of the room.

Animals (with the exception of service animals) may not be brought onto the Transit Center premises or grounds.

Use of the meeting rooms shall not cause a disturbance to the operation of the Transit Center.

Groups using a meeting room shall not use excessive bandwidth that affects the operation of the Transit Center's computer system.

Supervision

Minors using a meeting room must be under the direct supervision of a responsible adult.

METRO reserves the right to limit the maximum number of times any one group may reserve the use of Transit Center meeting facilities is twelve times per year. Additional bookings are subject to the same fees charged to individuals and for-profit groups.

Decorations

Decorations which do not damage the walls, ceiling, or furniture are permitted. No scotch tape or masking tape may be used to hang items.

Wall decorations are limited to a tackable surface, if available, or can be hung by the use of putty tack.

Helium balloons, candles, or open flames are not permitted.

All decorations must be removed when the event is over.

Clean-Up

Clean-up of the room is required. Groups or individuals using a meeting room are responsible for emptying the trash and removing it from the Transit Center. Report any damage, stains or spills needing clean-up to staff immediately.

Failure to leave the room neat and clean may result in the assessment of a cleaning fee or loss of future meeting room privileges.

Food and Beverages

Food and non-alcoholic beverages are permitted in Transit Center meeting room.

Groups working with a caterer should ask the caterer to contact METRO prior to the event.

METRO will consider requests to allow alcohol only at Transit Center meetings and events that occur when the Transit Center is closed to the general public or deemed to be appropriate by METRO. Only beer and wine alcoholic drinks will be permitted. "Hard Liquor" or mixed drinks can not be served. Cash bars, the sale of drink tickets, and self-service bars are strictly prohibited. METRO does not permit "BYOB" (bring your own beverage) functions. An organization that wants to provide alcoholic beverages at an event must select from a list of bartender service providers approved by the METRO.

According to the Ohio Department of Commerce, Division of Liquor Control (DLC), "no liquor permit is required if an organization intends to provide beer, wine, or spirituous liquor at a private function where access is restricted to invited guests only, such as a reception, for which no admission fee is charged or any alcoholic beverages sold."

Non-profit organizations requesting to serve alcoholic beverages at an event other than the above, such as a fund-raising event, must apply for a Temporary Permit from the DLC at least 45 days prior to the date of the event. The original Temporary Permit must be supplied to the METRO at least 14 days in advance of the event. The DLC only provides temporary permits to non-profit organizations and

verification of that status is required as part of the application process. The DLC provides several types of temporary permits.

Organizations requesting to hold such an event are responsible for obtaining and paying for the proper permit from the DLC prior to the event. More information and application forms can be found at the DLC's website at <http://www.liquorcontrol.ohio.gov>.

Any organization approved by METRO to serve alcohol at an event is required to have an Akron police officer present during the hours alcohol is being served. METRO will make arrangements for this security, and the additional cost must be paid by the organization.

Fees for Transit Center Meeting Room Use

METRO's Board of Trustees approves the fees charged to use Transit Center meeting room and other facilities. Fees allow METRO to recover the costs associated with usage of the various meeting room facilities.

The fees listed below are per hour, or part of an hour. When the Transit Center is closed, a three hour minimum usage fee will be charged.

Space (capacity-chairs only)	Transit Center Open Hourly Rate	Transit Center Closed Hourly Rate
Meeting Room	\$100 / hour	\$200 / hour
Akron Police Officer (if required)	Not Available	\$25 / hour

Appropriate security, as defined by METRO, is required for all after-hours events and will be provided by METRO at the group's expense.

All fees are due fourteen days prior to the meeting or event. All monies paid are refunded if the event is cancelled by the applicant ten or more calendar days prior the day of the event. If the event is cancelled fewer than ten calendar days prior to the day of the event, METRO will refund fifty percent of monies paid.

Cancellations

A full refund of a fee will be credited to the account used to pay the fee, if cancellation is received by METRO no later than 48 hours before the room reservation date. If the reservation is cancelled within 48 hours, no refund will be given.

Groups or individuals, who need to cancel a reservation and are not paying a fee for the room, are asked to do so ASAP, so others may use the room.

Important Notes

Failure to abide by these Meeting Room Guidelines or giving false information is justification for immediate cancellation and /or the loss of future meeting room privileges.

METRO is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.

All groups must comply with fire and access codes that regulate use of METRO. Maximum capacity regulations must be observed, adequate aisle space must be provided and doors must not be blocked.

The group/individual booking the room agrees to assume full responsibility for the group's behavior and any damages to the facility or loss or damage to equipment that may occur as a result of the group's use of the meeting room.

Approved March 25, 2009