



## **Confluence Technology Center**

### **Meeting Room Policies**

#### **General Policy Information**

- **The CTC Meeting rooms are rented strictly to organizations for business-related events such as meetings, workshops, trainings, seminars, etc. Business related retirement parties, luncheons & holiday events are also allowed.**
- **The CTC Meeting rooms may also be rented for governmental and educational purposes.**
- **Bookings are accepted on a first come, first served basis and are subject to room availability.**
- **Events can be booked, at the minimum, one full business day in advance.**
- **Private events such as weddings, receptions, birthday parties are prohibited.**

#### **Ethical Standards:**

**The CTC presumes that all organizations hosting events will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, or disability.**



**Restrictions:**

The CTC may impose reasonable time, place, or manner restrictions for the rooms to ensure that all allowed uses can be accommodated to the maximum extent possible.

**Right of Refusal:**

The CTC reserves the right to refuse to rent meeting room space at its own discretion.

**Right to Adjust Reservations:**

The CTC SOLELY reserves the right to determine the appropriate use of the meeting room spaces within the building.

**Noise:**

Since meeting rooms are used throughout the building, we reserve the right to refuse any request based on our impression of the likely noise level expected from the event.

**Violation of Policies and Procedures:**

If any contact person, groups, or group members are found to be in violation of any of these booking procedures and room use policies, the CTC reserves the right to cancel or deny existing and/or future reservation requests.