



# MEMBER ORGANIZATION ROOM RESERVATION FORM

Check out the online facilities calendar!  
[tippecanoearts.org/facility-calendar](http://tippecanoearts.org/facility-calendar)

Date: \_\_\_\_\_

Member Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Activity Type: (check one)

- Board/Business Meeting  
  Workshop  
  Rehearsal  
  Auditions  
  Other \_\_\_\_\_

Expected # of Attendees: \_\_\_\_\_

Will you be charging an admission fee?    Yes    No

Will you be serving food?    Yes    No

Will you need access to the kitchen?    Yes    No

Date	Start/End Time	Room Requested*
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Once completed, return to this form to TAF or send an email to: [info@tippecanoearts.org](mailto:info@tippecanoearts.org)

\*We cannot guarantee any requests for rooms.

To check availability, visit the online facilities calendar listed at the top of this form.

**Liability:** the reserving organization shall be liable for claims, damages, or losses arising from the use of the facilities and each member of the organization shall release and hold harmless Tippecanoe Arts Federation, and all staff and members of the board of directors from such claims, damages, or losses. The organization will leave the rooms used cleaned and in their original condition and may be charged \$15/hour for cleaning with a 1 hour minimum. The organization must abide by the Room Use Policies on the back of this form. As a representative of the Member Organization, I agree to be responsible for and pay for repair of any damages incurred while this equipment is checked out to my MO. TAF will arrange for the repair and invoice my MO for the cost of repair.

Signature

Printed Name

Date

Return to TAF or email to [info@tippecanoearts.org](mailto:info@tippecanoearts.org). E-mailed forms do not require signature. Person e-mailing or signing form is responsible.

**OFFICE USE ONLY**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ [ ] Added to Web Calendar [ ] QB



## Tippecanoe Arts Federation Room Use Policy

### 1. **Member Organizations Eligible & Use of Wells Building**

Member Organizations (MO) in good standing (including current dues) are eligible for 12 uses of the downstairs meeting rooms in the Wells Community Cultural Center per membership year. It is recommended that the MO track its own uses. Confirmation of the accuracy of an MO's records can be made with the TAF office at any time. One use is up to a four-hour block of time in one room on one day used for a meeting or event. Time cannot be carried over if the meeting is less than four hours. If more than one room is used, it will count as an additional use. Gallery Exhibitions, receiving of artwork for exhibits and opening receptions by a MO is not considered a use, and is covered under a separate policy.

Once all 12 allotted free uses (as described above) are depleted, a MO may purchase additional uses at the rate of \$10 per use not to exceed \$120 or 12 additional usages. Any usages over the additional 12 must be approved by the Member Services Committee prior to the room being scheduled. The Wells Reception Hall/Upstairs Main Lobby can be reserved and used for an additional fee. Please contact the TAF office for more information and prices.

2. **Building Hours:** The downstairs meeting rooms are available during regular business hours (9:00am-5:00pm) and after hours until 11:00pm.
3. **Reservations Required:** Due to increasing demand for Wells Building by MOs, reservation forms must be submitted to secure use of space. Meetings may be scheduled one at a time or for an entire calendar year.
4. **Reserving Space:** Reservations are made on a first-come/first-served basis. We cannot guarantee space will be available if you have not submitted a reservation form at least two (2) weeks in advance.
5. **Prior Notice Needed for Access to Building:** TAF must receive two (2) weeks prior notice of a meeting to be able to program an organization's passcard so the building can be accessed after business-office hours.
6. **Cancellations:** MOs must give two (2) weeks notice of cancellation of any room reservations. If notification is received within two (2) weeks of the reservation, the MO will be charged the "free room usages" depending on their reservation. The second time the reservation is cancelled within the 2 weeks, the MO will be charged the monetary usage fee. The exception is cancellations due to weather. In this case, notification must be received to TAF within 48 hours of the cancellation due to weather. If notification is received more that 48 hours later, the usage will be charged to the MO.
7. **Care for Wells Building and Consideration of Others:** The Wells building enjoys a high volume of use by MOs. So that all may enjoy the building, avoid misuse or abuse that might cause damage to the building, its furnishings, and loaned equipment, or cause frustration to other organization members.

All food-related garbage must be bagged and disposed of in the outside dumpster.

Because of limited TAF Staffing, all MOs are responsible for their own set-up of tables and chairs. When MO is finished with a room, please return the room to the condition in which you found it (return tables and chairs to original arrangement).

MOs shall be responsible for damages, cleaning charges, or lost or stolen TAF equipment. Please remember that meeting rooms cannot be locked, and are used by many other MOs. Therefore, TAF will not be held responsible for supplies and materials left in the building.

MOs shall also be responsible for ensuring the Wells Building is properly closed following after hours meetings. In the case that doors are left unlocked or lights are left on, a \$25 fee may be charged MOs who do not properly secure the building.

### **Equipment Checkout and WiFi Access**

Contact TAF staff for the availability and checking out of equipment and for the wireless internet access code.