

Community Room Guidelines

The Community Room located at 1703 Broadway was designed, in part, to be a community resource for groups to come together and meet. We are pleased that you would like to use our facility. In order to maintain the attractive nature of this facility and make it available to as many groups as possible, Credit Human has established the following guidelines:

- **General Information.**

The Community Room is located on the 1st floor of the 1703 Broadway building and is available for use by community groups at no cost. The room will seat up to 12 people around the tables comfortably.

The Community Room is ADA accessible via ramp with the ADA parking spaces available in front of the Pearl Parkway entrance.

Parking for guests is located in the attached garage with entrances off of Broadway and Avenue B. Parking is on a first come, first-served basis. Please secure or remove valuables from vehicles as Credit Human cannot be responsible for theft or damage.

Credit Human reserves the right to monitor or check in on groups utilizing the Community Room in order to confirm compliance with guidelines and proper use of the room.

The building and property of Credit Human are designated as a smoke-free and tobacco-free environment. Please inform your guests that they may not smoke, vape or chew tobacco or nicotine products in the Community Room or in other parts of the building, the parking garage or the property, whether interior or exterior.

- **Eligibility and Priority for Use of the Community Room.**

The Community Room will be available only to local not-for-profit organizations for business related meetings. The Community Room may not be reserved for parties, religious services, political groups, sales solicitations, or similar events or purposes.

In addition, the grounds of the 1703 Building cannot be used for events by outside groups where the primary purpose is fundraising (i.e. car washes, rummage sales, silent auctions, gambling events, etc.).

- **Publicity/Printed Materials.**

Permission to use the Community Room is not an endorsement of the organization or the meeting by Credit Human. Publicity for this meeting must be worded in a manner which does not state or imply Credit Human sponsorship. Organizations may use the street address of the 1703 Broadway Building as the meeting location in publicity materials. Please obtain consent before using the Credit Human name, logo or trademark.

- **Availability of the Community Room.**

The Community Room is available to local organizations without charge during the following hours:

Monday through Friday between 7:00 a.m. to 10:00 p.m.
Saturdays and Sundays from 10:00 a.m. to 4:00 p.m.

- **Reservations and Cancellations.**

The Community Room is available on a first-come, first served basis. Reservations may be made by contacting CBRE Property Management at 210-245-9790.

A reservation form will be sent along with a community room agreement that would need to be signed.

Once approved you will be sent a code that can be used to access the community room for the time requested.

If the Community Room is scheduled to be used after 5:00 p.m., the primary or secondary contact person listed on the Room Reservation form must pick up the key the day before or the day of the meeting before 4:00 p.m.

If you determine that you no longer need to use the Community Room, please contact us to cancel as soon as you know, and in any event no less than 24 hours prior to the scheduled meeting date so that the room may be used by another group.

In the event Credit Human experiences unforeseeable events, such as loss of power or water, or experiences or foresees issues with respect to severe weather or local protests or riots, Credit Human reserves the right to cancel a scheduled meeting. A representative from Credit Human will contact either the primary or

secondary meeting contact listed on the organization's Room Reservation form. It is the responsibility of the organization to contact the meeting participants regarding a cancellation. A Credit Human representative will work with you to reschedule your meeting for the earliest possible date, if desired.

- **Amenities of the Community Room.**

The room offers guest WIFI, a large screen and projection capabilities for any type of laptop the meeting organizer might bring for screen sharing. We encourage organizers to test their technical setup in the room prior to their meeting to ensure there are no issues. Credit Human will have a technical specialist available during regular business hours, if requested, to assist with this scheduled pre-setup test as long as it is scheduled at least 1-day in advance of the meeting.

A restroom is attached to the meeting space for use by the meeting attendees.

This room also has a water dispenser for your use.

- **Specific Guidelines on the Use of the Community Room.**

- The Community Room will not provide copying, faxing or secretarial services.
- No alcoholic beverages may be served in the facility.
- Tables and chairs may be moved but need to be returned to original positions.
- Doors to the conference room need to be closed before the meeting starts. Noise and activity levels should be controlled and not interfere with Credit Human business operations.
- Trash should be placed in trash containers provided in the Community Room.
- Liquids must be disposed of in the bathroom sink.
- There is no garbage disposal, so no food should be put down the drain.
- The property is a "drug-free" facility.
- Credit Human recycles and asks that all recyclable products are put in the proper bins.
- Prior to departing, tables, chairs and floor must be free of any items that were brought in for the meeting.
- The following items are not permitted in the Community Room:
 - Scotch tape on the walls or doors (painter's tape is allowed)
 - Open flames, smoke machines, hanging lights, glitter, balloons, confetti, etc.
 - No animals unless they are Service Animals.

- Organizations are held responsible for any vendor employed for a meeting.
- Meeting attendees must remain in the meeting space.
- Children must always be under the care and supervision of adults.
- Organizations will be billed for any damages caused to the facility, grounds or equipment.
- Organizations providing food and/or beverages for meetings must make their own arrangements to bring in the food and/or beverages. Credit Human does not provide food or beverages to organizations using the Community Room.