Wellness Center Facility Use Guidelines for Outside Groups

The following guidelines apply during the entire course of an activity and apply to the entire physical plant and property of the Wellness Center.

Request Form and Agreement Requirements

- Request for reservation should be made at the appropriate wellness center.
- The request form must be completed and signed by an adult, 21 years of age or older, who is responsible for the activity.
- The request must be approved by 5 Healthy Towns Foundation or their representative.
- If usage is approved an agreement must be signed by the responsible adult, acknowledging understanding and acceptance of all the usage requirements.
- The space will be reserved when the signed agreement and full payment are received. The agreement will not be considered final unless accompanied by full payment.
- You will not be permitted to use the facilities if fees have not been paid.
- The Wellness Center may revoke an agreement at any time for violation of any 5HF/WC rules or regulations or damage to physical plant or property. Payments made prior to that date will be forfeited.

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- All federal, state, county and local laws and ordinances must be followed.
- 5 Healthy Towns Foundation events will have facility use priority.
- Facility users indemnify 5HF and Power Wellness Management, LLC their agents, managers, operators, and employees against any claims, demands, causes of action lawsuits and costs, including attorney fees, incurred by 5HF arising from facility users use of the facility or presence on the premises and grounds.
- 5HF may require proof of liability insurance in an amount set by 5HF. We may require a certificate of insurance listing 5HF and Power Wellness Management, LLC as additionally insured.
- Weapons are prohibited in all facilities and on the grounds at all times.
- Smoking, vaping, e-cigarettes and other inhalants are prohibited in all facilities and on the grounds, at all times
- Controlled substances, non-prescribed and illegal drugs are prohibited in all facilities and on the grounds, at all times.
- Alcoholic beverage service and consumption is subject to approval.
- Parking will be designated by 5HF.
- Distribution or display of any printed materials within the center must have prior approval. Sponsoring organizations shall provide competent adults to oversee all activities. Sponsoring organizations will pay for any necessary special supervision. Additional supervision may include, but is not limited to, police protection, parking supervision, childcare, and technology support personnel.
- 5HF administrators may deny facility user groups access to 5HF facilities if the message, product, or services are determined to be incompatible with 5HF's mission and vision.
- 5HF may cancel use of a facility without cause. However, we will make every effort to accommodate facility users with whom facility use agreements have been signed, if a cancellation is necessary, and the facility user group is without fault. If facility use is cancelled, regardless of the cause, facility user agrees to hold 5HF harmless for any damages or liability which may be caused by the failure of the group to be able to use 5HF's facilities.
- 5HF reserves the right and discretion to waive fees without explanation or obligation to other facility users.

- 5HF reserves the right and discretion to change the fee structure and expectations for facility users at any time, without explanation.
- Solicitation of any kind for any purpose is prohibited.
- Refreshments may be brought in by the user.
- Furniture or equipment may NOT be brought in or removed without prior approval of the Wellness Center Director.
- Meeting room setup, tables and chairs will be provided. Fee for setup is included in the room rental rate.
- Facility users assume all liability for damages which may occur in, on, or about 5HF facilities, related to facility user activity. All facility users are responsible for any abnormal wear and tear, damage, or maintenance required as a result of their use. Associated costs will be billed directly to the user.
- The Wellness Center will not assume responsibility for loss or damage of personal property or personal injury.
- Animals are not permitted inside the wellness center.
- The facility user(s) is restricted to the room/area requested on their application. Access to and from the room/area and the nearest restroom is included with the approved space.
- Access to the building will be during normal operating hours. Access to the Conference Room will be from 8:00 a.m. until 30 minutes prior to the Center's closing time.
- The Wellness Center reserves the right to make changes to rules and regulations without notice.

Room rental fees

- Hourly rates include set-up, tear-down and clean up time.
- Facility use beyond scheduled time is subject to additional hourly charges.
- For regularly scheduled (weekly, monthly, etc.) activities payment is due in advance or on the first of the month prior to the meetings.

Facility User	Examples	Direct Mission Relationship (required)	Hourly Rate
Non-profit charitable, community service clubs & faith-based organizations	Senior Center, Scouts, FIA, Lions	Yes	Free
Government and public agencies/organizations	Public health, commissions, schools, libraries	Yes	Free
Unincorporated groups or organizations	Walking group, garden club	Yes	Free
Businesses, for-profits, business organizations, condo associations, daycare, clubs, etc.		Yes	$100
All facility users not previously identified		Yes	5HF Discretion
Events		Yes	$200
Unsolicited educational programs by for-profit organization		Yes	$200
Unsolicited educational programs by not for-profit org.		Yes	$100 (may be waived)