

The Golden LEAF Foundation
301 N. Winstead Avenue
Rocky Mount, NC 27804

252-442-7474

**Policies and Procedures for use of the
The Golden LEAF Retreat Center**

1. Eligible Users:

- a. The Golden LEAF Retreat Center will be used to further the mission of the Golden LEAF Foundation, serving primarily as a space for meetings of the staff, officers, and board of directors of the Foundation.
- b. When the Retreat Center is not being used for Foundation activities, it may be used by North Carolina governmental entities and North Carolina nonprofit organizations whose missions are aligned with the mission of the Foundation (“eligible organizations”).
 - i. Eligible governmental entities include publicly elected bodies and governmental agencies.
 - ii. Eligible nonprofits are 501(c)(3) organizations. Golden LEAF grantees that meet the above criteria are eligible.
 - iii. Organizations that have an active or pending application with Golden LEAF are not eligible.

2. Eligible Uses:

- a. Eligible organizations may use the Retreat Center only for business related meetings of members, staff, officers, governing bodies, or public officials. Meetings of eligible organizations held at the Retreat Center must be business meetings, i.e. eligible organizations may not use the Retreat Center for staff parties, entertaining clients, or similar uses.
- b. The Retreat Center may not be used for weddings, fundraising events, political rallies or other activities related to a political campaign, or meetings of partisan or religious organizations.
- c. The user is not permitted: (1) to charge participants, members, or guests a fee for attending the event; (2) to sell tickets to the event; or (3) to provide a cash bar or otherwise to sell alcohol.

3. Fees:

- a. The charge for the use of the Retreat Center is \$125.00 per day. Payment should be submitted within 10 business days upon approval of the rental request. Accepted payment methods are cash or check. This fee may be waived at the discretion of the President.
- b. If actual cleaning and other fees incurred by the Foundation as a result of the user’s use of the Retreat Center exceed the regular charge paid by the

user, the user will be responsible for paying the excess charges to the Foundation.

- c. In addition to regular charges and excess cleaning charges, the user will be responsible for fully compensating the Foundation for any damage to the Retreat Center, furnishings, or grounds resulting from the user's use of the Retreat Center, and for replacement of any items broken or misplaced by the user.
- d. The Foundation will invoice the user for any excess cleaning charges and for costs resulting from damage to the Retreat Center, and payment will be expected within thirty days after the date of the invoice.
- e. Fees will be refunded: (1) if the user cancels its reservation at least two business days in advance of the scheduled event, (2) if the event is canceled because weather makes attendance unsafe, or (3) if the event is canceled by the Foundation.

4. Scheduling:

- a. The Retreat Center is not available for use on weekends or holidays. Events must begin no earlier than 9 a.m. and end no later than 5:00 p.m., including the user's set up and clean up time. Overnight use of the Retreat Center is not permitted.
- b. Scheduling is arranged on a first-come first-served basis by submitting a Request for Reservation form to the Foundation which will be supplied via email to the requester. Requests for Reservation must be submitted no less than three weeks and no more than three months before the date requested.
- c. An eligible organization is limited to one visit per month and a maximum of three visits within a twelve-month period.
- d. Requests for use are subject to approval of the President of the Golden LEAF Foundation, and may be approved, denied, or canceled at the President's discretion.
- e. The Foundation will notify the organization whether a request is approved or denied.
- f. The Foundation reserves the right to cancel a reservation at any time without prior notice to the user.

5. Kitchen Use:

- a. All food must be catered or served covered-dish style. Appliances in the Retreat Center may not be used (oven/microwave/dishwasher etc.).
- b. Groups must provide all serving and cooking dishes. Groups may use the utensils, dishes, and glasses at the Retreat Center.
- c. The grills may not be used.

6. Cleaning:

- a. Before leaving, the user must bag all trash, place bags in the outdoor receptacles, and remove all property of the user brought into the Retreat Center. If Retreat Center dishes and/or utensils have been used, they

should be washed and returned to their area of retrieval. Dirty dishes should not be left on the counter, furniture or in the sink.

- b. The Foundation will undertake other cleaning, subject to the provisions of Section 3, above.

7. Miscellaneous:

- a. **The maximum capacity of the Retreat Center is thirty people.**
- b. Furniture may not be moved or rearranged without prior approval of the Foundation, which will be given only in unusual circumstances.
- c. If you are uncertain of whether the Retreat Center and its furnishings are suitable for your meeting, please contact the Foundation to arrange a time to visit the Retreat Center before making a reservation.
- d. Smoking is prohibited.
- e. Pets are prohibited.
- f. The sale of any alcoholic beverages is prohibited. If alcoholic beverages are served, they must be served in compliance with all state and local laws, and not to any minor or intoxicated person.
- g. There is one screen available for use with a standard HDMI port.
- h. Meeting supplies are not provided. Please bring easels, pens, projectors, cords, additional screens, etc. that may be needed. Audio visual equipment in the Retreat Center may not be used outside of the aforementioned screen (see section 7(b) above).
- i. Posters, signs, etc. may not be taped or adhered to the walls, windows or provided screen of the Retreat Center.
- j. Plan to use a cell phone for making or receiving telephone calls at the Retreat Center. Long distance and conference calls from the telephone at the Retreat Center are prohibited.
- k. The Foundation's agreement to allow an organization to use the Retreat Center does not suggest or imply the Foundation's endorsement or approval of the organization. Invitations to events at the Retreat Center should not imply or suggest endorsement or support by the Foundation for the organization or its activities. Grantees of the Foundation may include acknowledgment of Foundation funding in announcements of or invitations to events at the Retreat Center.
- l. Children under eighteen are allowed only if accompanied by a parent, guardian, or responsible adult.
- m. The Foundation reserves the right for staff or agents of the Foundation to enter the Retreat Center at any time.
- n. The Foundation reserves the right to require users, including governmental users, to obtain liability insurance for an event in an amount to be determined by the Foundation. If the Foundation requires the user to obtain insurance, the user must provide a certificate of insurance naming the Foundation and the user as insured parties, and covering claims for injuries, death, and/or property damage arising out of the use of the Retreat Center by the user.
- o. Parking is allowed only in designated parking areas.
- p. Guns and other weapons are prohibited.

- q. The Foundation reserves the right to terminate an organization's use of the Retreat Center for violation of applicable laws or for violation of any of the Foundation's rules or policies governing use of the Retreat Center.
- r. A representative of the organization that reserved the Retreat Center for use must be present at the Retreat Center at all times during the event.
- s. Users should take care to avoid making noise or engaging in any activity that may disturb those in the homes and businesses near the Retreat Center.