

**GENERAL CONDITIONS FOR THE USE OF MEETINGS ROOMS AT CODMAN  
SQUARE HEALTH CENTER @ 450 WASHINGTON STREET**

1. The proposed meeting must contribute to building a sense of community. It may be educational or cultural in nature. Political fundraisers, commercial activities, religious services, private group or family functions are prohibited as are any activities which may damage the facility or which are inconsistent with the mission of the Health Center.
2. The meeting spaces at 450 Washington Street are available only during the following hours: Monday through Thursday, 9am to 8pm, Friday, 9am to 6pm and Saturday, 8am to 12pm. The Health Center reserves the right to relocate meetings when necessary. We will make every effort to notify you in advance to ensure minimum disruption.
3. The Health Center must have prior knowledge and approval of any media coverage of the event and must be notified at least one week in advance of the event regarding speakers, performers, films or programs and the set-up of such programs.
4. Alcoholic beverages, open flames except in warming trays, smoking anywhere in the building and attaching things to or removing them from the walls are prohibited.
5. The Health Center does not provide food service. If the event involves food, it is your responsibility to arrange for its delivery and clean-up after the event.
6. Please submit your floor plan and arrange for the Health Center to set up tables and chairs at least 24 hours prior to the event.
7. You must arrange for all deliveries in advance with the Health Center. The doors to the building may not be left open unless attended by a Health Center staff member or a designated person in your party. The Health Center is committed to confidentiality for patients and clients and to the personal safety of all who use the building. For these reasons, access to certain floors and areas of the technology center is restricted. You must arrange for a representative to accept and sign for all deliveries.
8. Your organization is responsible for all clean-up immediately after the meeting. All trash must be disposed of properly. All food items must be removed from the premises. Furniture should be left as is.

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**Please ensure that all involved in planning and executing your meeting/event  
have read these guidelines. Thank you!**