

**GENERAL CONDITIONS FOR THE USE OF MEETINGS ROOMS AT CODMAN
SQUARE HEALTH CENTER, 637 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 637 Washington Street are available only during the hours the Health Center is open, Monday through Friday, 9am to 9pm and Saturday, 9am to 3pm. 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. The kitchen is for teaching and staff use. Special arrangements must be made for classes which entail kitchen use.**
6. If using Conference Rooms A and/or B, you must submit your floor plan and arrange for the Health Center to set up tables and chairs at least 24 hours prior to the event. Other meeting rooms requested (such as the Board Room) must be taken as is with existing floor plan in place.
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 health center is restricted. For room use on the ground floor of the Health Center, you may use the telephone outside of the security door to call the room where your meeting is being held. The person(s) organizing the meeting can admit you. 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!**