



Chelan-Douglas Community Action Council

Conference Room Space

Terms and Conditions of Use

By reserving and using a conference room at Chelan-Douglas Community Action Council (“CDCAC”), the individual or organization (“Renter”) agrees to comply with the following Terms and Conditions:

1. Reservation & Approved Use

- The space may only be used for the purpose stated in the reservation request and approved by CDCAC.
- Use of the room is limited to the approved date(s) and time(s).
- Any early access, extended use, or changes must be approved in advance by CDCAC staff.

2. Capacity & Conduct

- Room occupancy may not exceed the posted or approved capacity.
- The Renter is responsible for the behavior and conduct of all attendees, guests, and vendors.
- Activities that are disruptive, unsafe, illegal, or inconsistent with CDCAC’s mission and values are prohibited.

3. Setup, Furniture & Equipment

- Furniture and equipment must be used appropriately and returned to their original locations at the conclusion of the event.
- Equipment may not be moved, adjusted, or used without prior staff approval.
- Decorations are permitted only if they do not cause damage to walls, floors, ceilings, furniture, or fixtures.

4. Cleaning Responsibilities

- The room must be left in a condition similar to how it was found.
- All personal items, decorations, and event materials must be removed immediately following the event.
- Trash must be disposed of in designated receptacles, and all used areas must be tidied.

5. Damage & Condition Reporting

- The Renter is financially responsible for any damage to the facility, furnishings, or equipment that occurs during their use.
- Any existing damage, missing items, or unclean conditions must be reported to CDCAC staff **prior to the start of the event.**
- Any damage occurring during the event must be reported to staff as soon as possible.
- CDCAC reserves the right to assess additional cleaning or repair fees as needed.

6. Prohibited Items & Activities

- Smoking, vaping, illegal substances, and open flames are not permitted on CDCAC property unless expressly approved in writing.
- Nails, screws, adhesives, tape, or other materials that may cause damage are prohibited.
- Food and beverages may be limited to approved areas and must comply with CDCAC guidelines.

7. Liability & Personal Property

- CDCAC is not responsible for lost, stolen, or damaged personal property.
- The Renter assumes responsibility for any personal injury or property damage resulting from their use of the space.

8. Right to Refuse or Terminate Use

- CDCAC reserves the right to refuse or terminate use of the space at any time for violations of these Terms and Conditions or for safety or operational concerns. Termination may occur without refund.

9. Acceptance of Terms

- Use of the conference room space constitutes acceptance of these Terms and Conditions.

Thank you for choosing Chelan-Douglas Community Action Council for your event. We appreciate your cooperation in helping us maintain a safe, clean, and welcoming environment for our community.