



Big Brothers Big Sisters of Central Iowa (BBBSIA) is pleased to offer our conference room and/or community area for personal use by individuals and organizations. To ensure a positive experience for all guests and maintain the integrity of our space, we require all users to agree to the following terms:

TERMS AND CONDITIONS

1. Reservation, Use, and Payment

- The individual/organization reserving the space is responsible for ensuring that all attendees comply with this waiver and BBBSIA policies.
- The space may only be used for the purpose stated in the reservation request.
- The use of space must not conflict with BBBSIA programming or mission.
- The reserving party agrees to pay BBBSIA a fee for the use of the space.
- The remaining balance (total reservation fee minus the \$50 deposit) must be paid no later than 3 business days prior to the reservation date.
- Accepted payment methods include check, credit/debit card, or online payment.
- Failure to submit final payment on time may result in cancellation of the reservation and forfeiture of the deposit.

2. Liability Waiver

- The reserving party agrees to release, indemnify, and hold harmless Big Brothers Big Sisters of Central Iowa, its employees, volunteers, and affiliates from any claims, damages, or liabilities arising from the use of the space.
- BBBSIA is not responsible for any lost, stolen, or damaged personal property.
- BBBSIA is not responsible for any injuries that occur on the property, including the parking lot.

3. Clean-Up and Maintenance

- The reserving party is responsible for all clean-up after the event, including removing trash, wiping down surfaces, and restoring furniture to its original arrangement.
- Failure to properly clean the space may result in additional fees and/or denial of future reservations.

4. Damage and Repairs



- Any damages to BBBSIA property must be reported immediately.
- The reserving party will be held financially responsible for any damage caused during their use of the space.

5. General Conduct

- The use of alcohol, illegal substances, or disruptive behavior is strictly prohibited.
- Noise levels must be kept at a respectable volume to avoid disrupting ongoing BBBSIA activities, if the event occurs during regular business hours.
- No smoking or vaping is allowed on the premises.

6. Restricted Access

- The reserving party is only allowed to use the space specified in this waiver. All other areas of the facility are restricted and off-limits.

7. Insurance Requirement

- The reserving party is required to carry a minimum of \$500,000 in general liability insurance coverage for the duration of the event.
- A Certificate of Liability Insurance must be submitted to BBBSIA at least 3 business days prior to the date of the event.
- Failure to provide proof of insurance may result in cancellation of the reservation without a refund.

8. Cancellation Policy

- BBBSIA reserves the right to cancel any reservation at its discretion if the use of space conflicts with organizational needs or policies.
- If you need to cancel your reservation, please notify BBBSIA as soon as possible.

Thank you for respecting our space and supporting the mission of Big Brothers Big Sisters of Central Iowa!