



PATH FOUNDATION

COMMUNITY MEETING SPACE

The PATH Foundation is pleased to offer its tenants and community non-profit organizations the use of meeting rooms for business and professional purposes. To promote ease of communication and stewardship of this community resource, we have developed the following policies and procedures.

There is no charge for use of a meeting room by a non-profit organization. For the purposes of these guidelines, a non-profit organization is one that has obtained tax-exempt status from the IRS. A for-profit organization is required to make a flat fee donation (cost dependent on which room is reserved) to one of the many non-profit organizations in the service areas of Fauquier, Northern Culpeper or Rappahannock counties. The required donation must be made payable to the selected non-profit and delivered to the PATH Foundation prior to the reserved meeting time. Please contact the Office Manager directly (540-680-4113) for the respective donation amounts.

Meeting rooms are available seven days/week, subject to prior scheduling. If the requesting organization needs to cancel their room reservation for any reason, please give a minimum of 48 hours' notice as other organizations enjoy the opportunity to utilize the use of the conference rooms when available.

All meetings are booked through the online booking portal at reservations.pathforyou.org. Meeting rooms are not available for individual use; ongoing support groups; political activities; fundraising; parties or commercial purposes. The PATH Foundation reserves the right to deny meeting room usage to any organization based on violation of these policies and procedures. Permission to use the PATH Foundation meeting space is not an endorsement by the PATH Foundation of the requesting organization.

ADA van-accessible parking spaces are located on both the Walker Drive and Route 29 sides of the premises.

In the event of an emergency while occupying the conference rooms, please follow these instructions:

- Fire:** Dial 911. Exit the building through the outer doors facing Walker Dr. If you are unable to exit through this room, take the stairs to the first floor and exit through the gym lobby entrance. **DO NOT USE THE ELEVATOR IN THE EVENT OF AN EMERGENCY.**
- Tornado:** Seek shelter in the restrooms on the second floor immediately. Stay away from glass, windows, outer doors and walls or anything that could potentially fall (light fixtures, furniture, etc.).
- Columbia Gas:** Contact ARMI Property Management at 540-347-1901 and report incident to PATH Foundation Office Manager at 540-680-4113.
- Water:** Contact ARMI Property Management at 540-347-1901 and report incident to PATH Foundation Office Manager at 540-680-4113.
- Door Issues:** Contact PATH Foundation Office Manager at 540-680-4113 or Director of Administration & Programs at 540-680-4105.

- Please report all incidents to the PATH Foundation Office Manager: 540-680-4113.
- Emergency Contact: ARMI Property Management: 540-347-1901.

Building Address: 321 Walker Drive Warrenton, VA 20186

ROOM	CAPACITY	EQUIPMENT
FAUQUIER MEETING ROOMS	Room Capacity: 80	<ul style="list-style-type: none"> - Audio & Video Conferencing - Catering & Refreshment Area - Blu-Ray Player - Easels (Available upon request) - Lectern; computer not provided - Microphones (lectern, wireless, lapel) - Projector & Screen - Wireless Internet
FAUQUIER A MEETING ROOM	Room Capacity: 40	<ul style="list-style-type: none"> - Audio & Video Conferencing - Catering & Refreshment Area - Blu-Ray Player - Easels (Available upon request) - Lectern; computer not provided - Microphones (lectern, wireless, lapel) - Projector & Screen - Wireless Internet
FAUQUIER B MEETING ROOM	Room Capacity: 40	<ul style="list-style-type: none"> - Audio & Video Conferencing - Catering & Refreshment Area - Blu-Ray Player - Easels (Available upon request) - Lectern; computer not provided - Microphones (lectern, wireless, lapel) - Projector & Screen - Wireless Internet
RAPPAHANNOCK ROOM	Room Capacity: 18	<ul style="list-style-type: none"> - Easel (Available upon request) - LCD Screen - Wireless Internet

GENERAL USE GUIDELINES

Requirements for Use of Meeting Space

To ensure your meeting runs smoothly, please review the following use conditions carefully and orient all meeting participants to these conditions as appropriate.

Certificate of Insurance: Prior to room usage, all organizations must provide a Certificate of Insurance that demonstrates a minimum of \$1,000,000 in general liability coverage naming Fauquier Health Foundation d/b/a PATH Foundation as an additional insured on the organization's liability insurance policy.

Meeting Room Orientation: Organizations must schedule a mandatory meeting room orientation with the Office Manager prior to use of the room. The orientation must be scheduled at least 2 business days in advance of the meeting date.

Reserving conference/meeting space does not include use of the entire building. Please keep this in mind when using the conference rooms and common areas.

1. The PATH Foundation will have the highest priority for use of the conference rooms and reserves the right to cancel a meeting if necessary. In the event of a cancellation, the PATH Foundation will provide as much notice as possible.
2. The PATH Foundation reserves the right to inspect and control all functions held on the premises.
3. The PATH Foundation reserves the right to refuse any group requesting a conference room whose mission or purpose is considered inconsistent with the mission, values, purpose and/or policies of the PATH Foundation.
4. Items Left Unattended: The PATH Foundation is not responsible for items left unattended on the premises.
5. Prohibited Uses: The following items are not permitted for use in meeting rooms: tape on walls, doors or glass; signs on walls, doors or glass; open flames; smoke machines; hanging lights; balloons; confetti or glitter; greenery; live animals. Service animals are permitted.
6. Tobacco-Free Facility: The PATH Foundation campus is a tobacco-free environment. No smoking or use of any tobacco product is allowed in or outside of the building. Please note that by submitting an online room reservation, you are accepting responsibility to enforce this policy, and for any cleaning or damages associated with the use of any tobacco product.
7. Noise: All noise and activity level should be controlled and not interfere with PATH Foundation business operations or neighboring meeting room use by other organizations.
8. Reception: The Culpeper Reception Room is available outside of the Fauquier A and the Rappahannock Rooms. This area includes chairs, a landline telephone, power outlets, and is available for registration of larger events.
9. Food/Beverage Serving Areas: The entrance to the kitchenette is available in the Culpeper Reception Room.
10. Catering and Beverage Service: If food is served by a commercial caterer, the caterer must provide a Certificate of insurance that demonstrates a minimum of \$1,000,000 in general liability coverage and workers compensation naming Fauquier Health Foundation d/b/a PATH Foundation as an additional insured at least one week in advance of the event. If alcohol is being served, the organization must use a preferred caterer designated by the

PATH Foundation. Please contact the Office Manager for the list of caterers. The requesting organization is responsible for arranging all catering services.

11. Room Layouts: The PATH Foundation will provide meeting room set up if the room reservation is made at least one week in advance of the event. Room layouts are detailed in the online meeting room reservation form.

12. Clean Up: Meeting space and common areas used by guests must be left clean and undamaged. It is the responsibility of the person requesting use of any meeting room to ensure that the meeting room and kitchenette are left in the same or better condition than it was found. Damages to the room or equipment due to improper use are the responsibility of the guest organization. Meeting rooms are cleaned daily. All trash must be bagged and removed and placed in the kitchenette. The janitorial staff will remove the closed bags of trash. Extra trash bags, Clorox wipes, broom and carpet sweeper are available in the kitchenette. Recycling receptacles are available in the kitchenette as well.
13. Use of AV Equipment: User will immediately report any problems with the AV or room equipment to the PATH Foundation Office Manager. User agrees to pay for any damages caused to the PATH Foundation and its surrounding property resulting from the user's event.
14. Printing: The PATH Foundation will not provide copying, faxing, or other administrative services.
15. Thermostat Settings: Thermostats can be adjusted to raise or lower room temperature during their meeting. Directions are included in AV manuals.
16. Security Access Codes: Users are responsible for scheduling their event in advance with a minimum of 2 business days' notice. A security access code will be provided to the contact person when a reservation request is confirmed. The PATH Foundation building is locked daily at 5:00 p.m. until 9:00 a.m., as well as on all federal holidays and weekends. The security code will provide access to the main entrance of the building and the reserved meeting room(s). The security code is restricted to the day/time of scheduled use. Under no circumstances may the security code be posted on any outside doors. If your meeting begins when the building is locked, please provide the access code to meeting participants *in advance* of the event. An organization representative may also stand at the door to allow meeting participants access.