

2026 Facility Use Guidelines

Welcome to the Nonprofit Center of East Alabama! We look forward to hosting your event/meeting.

1. Please let us know in advance if your event requires audio or visual equipment. We will need to meet with the individuals that will oversee your event for a training session.
2. **If you are having a catering for your meeting, YOU MUST MEET THE CATERER. It is not the responsibility of the Nonprofit Staff.**
3. Please ensure that all tabletops and counters are cleaned before your departure. Setting up and re-setting the room is the responsibility of the organization that reserves the space.
4. If you rearrange the furniture for your reservation, please return it to its original set up before you leave. Please note that set-up and clean-up will need to be done within the reserved timeframe.
5. There is a vacuum located in the coat closet at the front of the meeting room entrance. Please make sure there are no visible messes, crumbs, etc. left in the carpet. The Nonprofit Center does not provide a cleaning service as part of the conference rental agreement. If you prefer to have a cleanup service after your meeting, we can arrange this with our regular cleaning crew for an additional charge, as part of your conference room contract.
6. The organization that reserves the room will be held responsible for any damage to the building, furniture, or equipment.
7. Office supplies and copiers are not included in the room rental. Please come prepared with all supplies and copies needed for your meeting to be successful.
8. The Nonprofit Center and property are smoke and electronic cigarettes free. This is in compliance with the city of Auburn Ordinance 2168.
9. Food served at meetings/ events must be from a catering company or restaurant (no homemade food allowed).
10. The kitchen is rented out to a third party. It is not included in any room rental. **You are only allowed to use ice out of the ice maker and water from the sink.** Be sure to turn off all kitchen lights when exiting the kitchen.
11. **If your group has food and/or drink during a meeting or event, please take all leftover food and trash with you and/or place trash in the dumpster in the back area of the parking lot. Wipe down all table surfaces.**
12. If your meeting or event is after hours: you are responsible for cleaning up after the event, resetting the room and locking the building. Failure to do so will get you on the cannot return list.
13. Please be aware that propping the front door open is a violation of security. You might need a greeter for your event. Your organization may incur a fine for such violations, determined at the discretion of the Director and Operations Manager.
14. No guns or illegal drugs are allowed on the property, either inside or outside of the building.
15. You and your guests shall not violate any federal, state, or local laws while on the property.

16. You are responsible for all actions of your guests, and you must not allow any illegal or disruptive activities. You must supervise the event during the entire period of use.
17. **Reservations are only confirmed upon receipt of a signed copy of the guidelines and reservation completed on Skedda. Full payment of event is due 1 month in advance unless other arrangements have been made.**

I agree to follow all guidelines listed above and understand that my organization may be charged a fee after my event if the rented space is not left in accordance with these guidelines.

Signature: _____ Date: _____

Organization Name: _____

**Emergency contact for the Nonprofit Center is:
Beth Lomenick 205.332.4037 or Carrie Thomas 256.347.4375**