

The Julia Taft Conference Center at InterAction Policies for Use

Hours of Use: Conference rooms are available Monday through Friday between the hours of 9 am and 5 pm, which allows for adequate setup and cleanup within InterAction's regular office hours. Conference rooms are not available evenings, weekends or holidays.

Host Organization Responsibility: Each organization that utilizes the space must sign and comply with the **Host Organization Agreement** provided by InterAction when reserving space. In the event of damage to the rooms or equipment, it is InterAction's expectation that the host organization is responsible for reimbursing, replacing, repairing and/or cleaning.

All events held at InterAction must be free of charge. All associated costs with catering arrangements, rentals, i.e. linens, flowers, and audio-visual equipment not provided by InterAction are the responsibility of the host organization. Miscellaneous supplies such as notepads, pens, pencils, flip chart paper, markers, tape, etc. must be supplied by host organization.

Ethical Standards: InterAction presumes that all organizations hosting events at the Julia Taft Conference Center will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin or disability.

Catering: Food and beverages are permitted in the conference rooms, and host organizations may use any caterer of their choice. Use of InterAction's kitchen area is not permitted. We do not permit red wine or cranberry juice to be served in the conference rooms to prevent permanent stains.

Technology: Each room is equipped with built-in audio-visual equipment. Please refer to the rental information and discuss your needs when reserving space. Internet is complimentary and instructions for accessing InterAction's wireless network are posted in each room.

Reservation Procedures: Reservations are accepted up to 30 days prior to the event date on a first-come, first-serve basis, with priority given to InterAction members. Host organization must designate one point of contact to communicate with InterAction prior to and throughout the duration of the event. It is recommended that each host organization makes an appointment to view the conference space, review the Host Organization Agreement, discuss usage policies and logistics, and ensure that our conference space is suitable for your needs.