



## THE BUNNELLE COMMUNITY ROOM AT THE BUNNELLE CENTER

95 Centermarsh Lane Pawleys Island, South Carolina 29585 843.237.1222

### PROCEDURES

The Bunnelle Community Room (located at 95 Centermarsh Lane, Pawleys Island, South Carolina) is a multi-purpose room available at no charge to nonprofit organizations serving Georgetown County. It can accommodate 40 comfortably in a classroom setting; more can be accommodated with auditorium style seating, receptions or dinners. There are training tables with power and data connectivity, rolling chairs, an interactive flat-panel display monitor with built-in computer, a catering kitchen (no stove), beverage bar and restrooms.

#### Reserving the space

Parties wishing to reserve the space must:

- contact Terri Lottchea at [tlottchea@bunnelle.org](mailto:tlottchea@bunnelle.org) or call 843-237-1222 between 9:00 a.m. and 5:00 p.m. Monday through Friday to check availability of the space and complete the User Application to reserve the room. Any individual completing the application must be at least eighteen years old. Meetings may be scheduled as early as three months in advance. It is recommended that reservations be made one month in advance to assure availability. Recurring meetings may be scheduled but are subject to change if the Bunnelle Foundation requires use of the Community Room.
- visit the Center prior to event for a brief orientation guided by a Bunnelle staff member (for initial event only)
- receive an email from Bunnelle staff with confirmation that their event has been approved and any further instructions
- (in the event that alcohol will be served) provide the Foundation with a certificate of insurance indemnifying the Foundation of any liability incurred during the use of space. The certificate of insurance must specify coverage for serving alcohol.

#### Parking

Parking adjacent to the building is available but limited. We strongly encourage carpooling. If all parking spaces adjacent to the building are full, we recommend parking at a location nearby and carpooling to the Bunnelle Center.

#### Recycling

We ask that all users make every effort to recycle. A blue recycling container is located in the garage. Recyclables can be comingled. Please do not deposit any food waste in the recycling containers.

#### Catering

Users may bring in food or use a caterer. Any additional food, paper products, condiments and other supplies used at the event must be taken or disposed of by users of the space. Users must dispose of all trash by either depositing it in the trash cans inside of the Community Room, the dumpster in the garage, or by taking it with them.

### **Alcoholic Beverages**

The Frances P. Bunnelle Foundation's alcohol policy governs the use of alcohol for groups utilizing the facility. Alcohol in this instance is defined as mixed drinks, beer or wine. This policy is subject to changes in local, state, or federal laws or changes in operating procedures pertaining to the possession and consumption of alcoholic beverages. The Community Room accepts no responsibility for groups using the space who choose to serve alcohol. Alcohol may be served, but any liability is assumed by the group serving the alcohol, including compliance with all state and local laws, rules and regulations pertaining to alcohol consumption. Alcohol may not be sold here. No open containers are allowed outside of designated areas. Individuals will be held responsible for their behavior while under the influence of alcohol. Failure to comply with South Carolina state law may subject the person or group to state penalties. **For events with alcohol served, users must provide the Foundation with evidence from their insurance company that all liability in connection with the use of the space is covered by the users' liability insurance policy.**

### **Accessibility**

The Center meets ADA requirements; designated parking spaces and restrooms are accessible. The space is equipped with an elevator that connects the garage with the Bunnelle Community Room.

### **Meeting Materials**

Users are responsible for bringing their own copies and other related meeting supplies.

### **Smoking Policy**

The Frances P. Bunnelle Foundation is a smoke-free facility. Users smoking outside the facility must dispose of cigarette butts properly.

### **Decorations**

Users engaging a florist must notify the Foundation staff and should arrange to be present at the Community Room for setup. No decorations may be hung from the ceilings or placed on the walls without prior approval. All candles must be globed. Battery operated candles are recommended.

### **Posters/Signs**

Easels with post-it pads are available for use in the Community Room. Please refrain from using tape or tacks on the walls.

### **Bunnelle Meeting Room Sign-in Forms**

All event attendees must sign in on the Sign-In Form provided. Please return the completed form to Foundation staff.

### **Technical Assistance**

1. Persons signing the Meeting Room User Application are legally responsible for the proper use of the Community Room equipment.
2. Frances P. Bunnelle Foundation staff will orient users in use of audio/visual equipment.

### **Usage and Cleaning Fees**

Users planning dinner events that include food service must rent tables and chairs rather than use existing training tables and chairs. Such events for thirty (30) or more guests require a nonrefundable deposit of \$125 be paid to Frances P. Bunnelle Foundation to cover the cost of janitorial service.

After the scheduled event, users of the Community Room must return it to the condition in which they found it: tables and chairs must be returned to their original positions, trash must be placed in appropriate containers, and floors must be vacuumed or swept.

### **For-Profit Entities Using the Meeting Space**

Businesses and for-profit entities are allowed to use the space. To do so, the business must make a donation to a Bunnelle grantee. At a minimum, these donations must be:

\$350 for a half-day reservation (less than 4 hours)

\$700 for a full-day reservation (greater than 4 hours)

\$500 for after-hours events

The Bunnelle grantee receiving the donation will reserve the space on the businesses behalf following the procedure set forth in “Reserving the space” above.

For an updated list of eligible grantees, visit our Nonprofit Directory at [www.bunnelle.org/resources/showcase/](http://www.bunnelle.org/resources/showcase/)

### **Liability**

The Frances P. Bunnelle Foundation reserves the right to inspect and control all events being held in the space. The Foundation does not assume responsibility for personal property or equipment brought into the space. Liability for any damage to the premises or equipment will be the responsibility of the user and will be charged back accordingly. Users of the Community Room agree to release, indemnify and hold harmless Frances P. Bunnelle Foundation from any and all damages, claims and causes of action including reasonable attorney’s fees incurred in the defense of any claims filed or alleged by any third party with the reservation and/or use of the Community Room. Users assume full risk of any loss, injury or damages occurring while user is in, on, or around the property.

### **Excluded Uses**

The Community Room may not be used for the following: rallies or campaigns for specific partisan political issues or candidates, religious groups for religious purposes, any unlawful purpose not consistent with the Federal or State laws, or groups, clubs, events, or activities that are contradictory to or in opposition of the Frances P. Bunnelle Foundation’s mission, purposes, vision, and/or values.

### **Use of Name**

Users of the Community Room agree that no advertisement or other public statement shall assert or imply that Frances P. Bunnelle Foundation or The Bunnelle Community Room supports, approves or endorses any product, service, interest, position, or ideology of the organization unless approved by the Executive Director of the Frances P. Bunnelle Foundation.