Akron-Canton Regional Foodbank

MEETING ROOM USE AGREEMENT

Thank you for choosing the Akron-Canton Regional Foodbank for your meeting or event. We are pleased to make our meeting, conference, training and event spaces available to organizations, businesses and community groups whose activities support education, collaboration and community engagement. This Agreement outlines shared expectations to help provide a safe, welcoming and enjoyable experience for all guests while protecting the Foodbank's facilities and ensuring they remain available for future use.

1. Availability

Meeting spaces are generally available Monday through Friday from 8:00am–4:00pm, including setup and cleanup. Requests outside these hours may be accommodated with advance approval. Reservations are confirmed on a first-come, first-served basis. If the Foodbank closes due to weather or other unforeseen circumstances, we will notify the contact person, who is responsible for notifying attendees.

2. Purpose

Our meeting spaces are intended for free (no tickets are sold, no money is raised) business, educational, nonprofit and community-focused gatherings that align with the Foodbank's mission and values. To help maintain a welcoming environment for everyone, spaces may not be used for political party or candidate-related activities. Gambling activities are also not permitted on Foodbank property.

3. Fees

There is no fee to use a Foodbank meeting space. Donations of food or financial support are always appreciated but never required.

4. Parking

On any given day at any Foodbank facility, a wide variety of guests may be visiting for various purposes. Your Foodbank contact will instruct you where to park. Please share that information along with the attached parking map with all attendees before your meeting or event.

5. During Your Visit

Please check in with your Foodbank contact (or other designated Foodbank staff member) upon arrival. The contact person is responsible for sharing all guidelines with attendees.

a. Please limit access to your reserved meeting space, restrooms and designated commons areas unless accompanied by a Foodbank staff member.
b. Please ask a Foodbank staff member for assistance with:
    i. room temperature adjustments
    ii. attaching anything to the walls, ceiling or any fixture
    iii. electrical appliances or food warming equipment that could overload building circuits
c. When possible, please conduct personal phone calls and breaks in designated commons areas.
d. Please observe all applicable laws and ordinances.

While we are happy to host your event, Foodbank operations continue throughout the day. We appreciate your partnership in helping minimize disruptions to staff, volunteers and visitors.

6. Food & Beverages

Guests are welcome to bring fully prepared food. Kitchen facilities are not available for guest use. Guests are responsible for providing serving supplies, all beverages (including water and coffee) and disposable items (plates, napkins, utensils, etc.). If your meeting or event includes electrical food warming equipment or sterno (open flame), or if you need refrigerator space, please let us know in advance on the Meeting Room Request Form. Alcohol may be served only with prior approval, must be provided at no cost to attendees, and must comply with all applicable laws and Foodbank requirements.

7. Technology

a. Internet access is available by connecting to the ACRFB-PUBLIC wifi network and accepting the terms. A password is not required.
b. Available technology varies by meeting space. Please indicate any audio/visual requests on the Meeting Room Request Form so we can determine the most appropriate meeting space and assistance if needed. Capabilities include a TV screen or projector for presentations, speakers, handheld and lapel microphones, and Microsoft Teams Meeting capabilities.
c. The easiest way to connect and share content on a TV screen or projector is by using an HDMI cable. Presenters can also download and install the Solstice app (mersive.com/download) to wirelessly share content. Instructions for connecting are displayed on the screen in each meeting space. Please note that the Foodbank does not provide computers/laptops or remotes/clickers for advancing slides.
d. When in doubt, please ask your Foodbank contact if you can set up a time to come in and test any audio/visual needs in advance.

8. Smoking/Vaping

Ohio law and OSHA regulations prohibit smoking and vaping inside any Foodbank building and within 25 feet of any entrance. Smoking and vaping are permitted only in designated outdoor smoking areas.

9. Before You Leave

Please help clean and prepare the room for the next guest by:

a. returning furniture and erased whiteboards to their original locations.
b. placing trash, recycling and compost in the proper containers.
c. removing any leftover food or beverages unless alternate arrangements have been approved by your Foodbank contact.
d. removing all personal belongings.

Please notify your Foodbank contact when your group departs and report any accidental damage promptly. Guests may be responsible for repair, replacement or additional cleaning costs resulting from damage beyond normal use.

FOODBANK CONTACTS

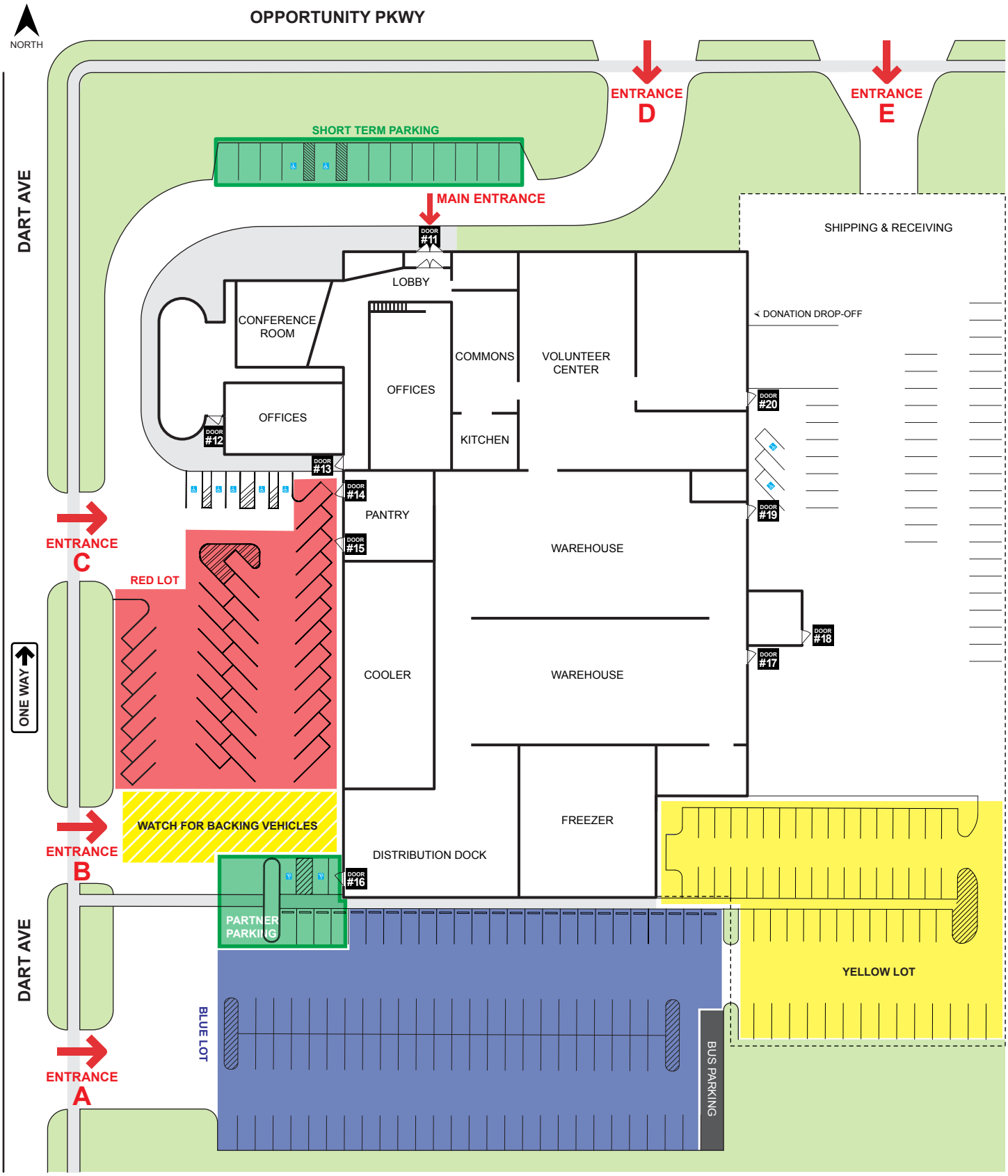
Main Campus (Akron)
Carrie Bradley
cbradley@acrfb.org
330.777.1061

Stark County Campus (Canton)
Tasha Ledrich
tledrich@acrfb.org
330.777.1065

Wayne County Campus (Orrville)
Amanda Leach
aleach@acrfb.org
330.436.3170

AKRON-CANTON REGIONAL FOODBANK

MAIN CAMPUS: 350 Opportunity Pkwy, Akron, OH 44307
akroncantonfoodbank.org phone: 330.535.6900



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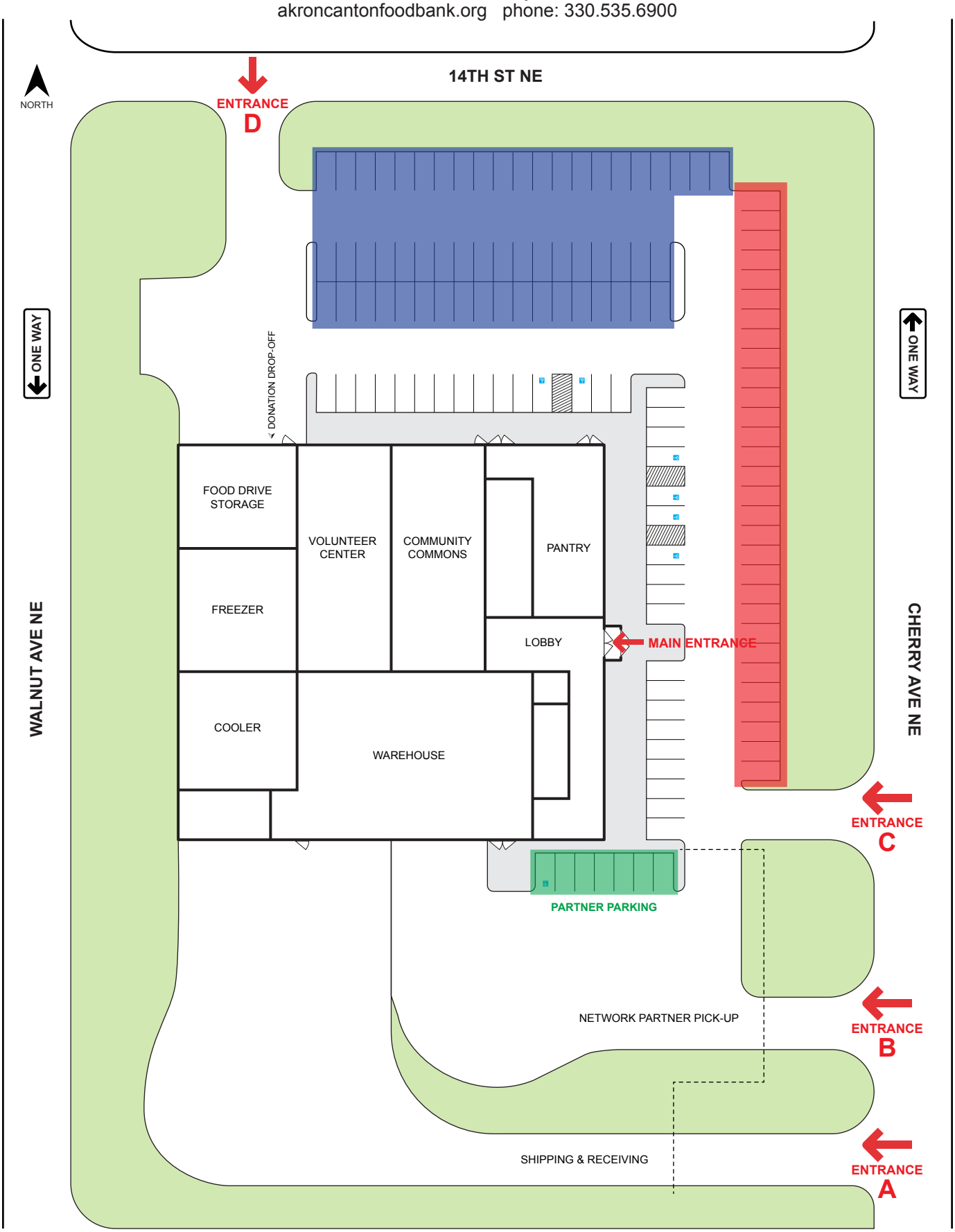
FOODBANK

STARK COUNTY CAMPUS: 1365 Cherry Ave NE, Canton, OH 44714
akroncantonfoodbank.org phone: 330.535.6900



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WAYNE COUNTY CAMPUS: 333 Wadsworth Rd, Orrville, OH 44667
akroncantonfoodbank.org phone: 330.535.6900

