

FISH Community Room Policies

1. Scheduling

- The meeting room, kitchen, and restrooms are available for public use, particularly for meetings and events that support the hunger and health related missions of the FISH Food Bank and Spirit of Grace Church.
- The programs of FISH and Spirit of Grace, including FISH Board Meetings and Sunday morning church activities have priority.
- Scheduling information is available on the FISH food bank website or contact Celeste at 541- 645-4503.
- Reservations will be confirmed only upon the receipt of the forms and fees.

2. Policies

- The meeting room and property are an alcohol, smoke, drug and vape free zone. No animals are permitted other than certified assistance dogs.
- No group using the facilities may discriminate on the basis of race, religion, national origin, sexual orientation, gender, or any other protected class.
- FISH and Spirit of Grace Church, by approving the use of its facilities, does not endorse or sponsor the event. If information about the event is announced, the group will clearly indicate that FISH and the church are not endorsing or sponsoring the event unless otherwise arranged.
- When the application is approved, the organization and the contact person named on the application agree to take full responsibility for the event and activities of the group, the conduct of the attendees, and any damage to the building, property, or equipment arising from the group's use of the facilities.

Waiver and Release Form. The organization and contact person agree to release and hold harmless FISH and Spirit of Grace, its officers, agents and volunteers, from any liability, claims, injury, or other damage arising out of the organization's activities on the church and food bank premises.

- Any equipment/space malfunctions are to be reported to Celeste at 541-645-4503 or the Spirit of Grace office.

3. Parking

- No parking directly in front of FISH during food distribution hours 2:30-5:30pm Monday, Wednesday or Friday.
- Parking is available for approximately 55 cars on the gravel, east side spaces or the south spaces adjacent to Tucker Road.
- Carpool when possible.

4. Seating and Tables

- Tables and chairs must be returned to original set up, as posted on the bulletin board. The remainder are stored in the closet. DO NOT block the fire ladder in closet.
- Seating is for up to 75 people
- 14 -8ft long tables and 9- 6ft round tables are available.

5. Audio-Visual Equipment

- Remote mike with speaker.
- TV screen with laptop compatibility
- White board and projection screen
- Easel sign with letters/numbers

6. Restroom

- Located in the FISH lobby.
- No one is allowed in the FISH lobby other than to use the restroom.

7. Defibrillator

- Located on the north wall by the kitchen.

8. Decorations

- Decorations/materials and displays cannot be taped to walls, windows, or floor. Cork strips are available to attach items to with push pins.

9. Cleaning

- Use the cleaning products and cloths supplied in the room and closets.. Put used cloths in basket for laundry.
- All materials and garbage are to be removed and disposed of after the event. Garbage dumpster is labeled and in front of FISH. Replace trash bags after emptying.
- Always Sweep the floor and mop if necessary.
- Clean tables, counters, and chairs.
- Use the products provided in the room: they contain soap/detergent which reduce germs on surfaces.

10. Children

- Children may use the playground with adult supervision. Please do not let children in the FISH garden area. The lobby is not to be used except to reach the bathrooms. It is not a play area.

11. Doors and climate control

- Upon payment of fees and deposit you will be given the key box code. After unlocking the door, push in the bar and use the small wrench to keep the door in the unlocked position. Please do not prop open the doors when the room is heated or air conditioned. Lock again when you are done cleaning up.
- Thermostat instructions are posted next to the thermostat.
- Two large air cleaners are provided for use during events. Please turn off before you leave.