

FISH Community Room

The following policies and guidelines must be followed by groups, individuals, and organizations using the facilities.

1. Scheduling

- The meeting room, demonstration 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 /Reservations will be made through the Spirit of Grace office at 541-386-3993 or *office@hoodriverchurch.com*. Office hours are Mon, Wed, Thurs 9am to 2pm. Scheduling of the room is discouraged during times of food bank distribution: M, W, F from 3:30 to 5:30pm and Sat 10am to noon.
- Inquiring about the room does not imply a reservation has been made.

2. Policies

- 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 arrange.
- 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 & 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 the Spirit of Grace office (see Request Form).
- The facility and grounds are alcohol, tobacco, vaping, and drug free.
- No animals permitted other than certified assistance dogs.

3. Parking

- No parking directly in front of FISH or Spirit of Grace (any day/ever!) except for disabled spaces.
- Park on the gravel, east side spaces or the south spaces adjacent to Tucker Road.
- Carpool when at all possible.

4. Seating and Tables

- Tables and chairs must be returned to original set up, as posted on the bulletin board. The remainder gets stored in the closet. DO NOT block the fire ladder in closet.
- Seating is for up to 100 people
- 14 8ft long tables and 9 6ft round tables

5. Audio-Visual Equipment

- Remote mike with speaker. Room has soundboards
- TV screen with laptop compatibility
- Media cart
- 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 attached to walls, windows, or floor.

9. Cleaning

- Use only the cleaning products and cloths supplied in the room. Put cloths in basket for laundry.
- All materials and garbage are to be removed and disposed of at the conclusion of the event. Garbage

dumpster is labeled and in front of FISH.

- Sweep floor and mop if necessary.

CDC Covid Guidelines <https://www.cdc.gov/coronavirus/2021>

- Clean high-touch surfaces: counters, doorknobs, light switches, tables, chairs.
- Use the products provided in the room: they contain soap/detergent which reduce germs on surfaces by removing contaminants and may also weaken or damage some of the virus particles.
- Disinfect with product provided: this can kill any remaining germs on surfaces, which further reduces any risk of spreading infection