



Glacier Discovery Square Use Policies

We are thrilled to host your event or meeting at Discovery Square! We are developing a thriving and vibrant Community Center here at the Square and are excited to have you be a part of that project.

In order to maintain use of the space for successful community events, we have established some basic guidelines for use of the facility. We are a non-profit, volunteer organization, so it is important that all groups using our building help us to keep the facility clean, safe, and organized. We ask that you observe the following protocol for your use:

CLEANING: Please be sure to clean up after your meeting or event. There is a vacuum on site, in case there are any spills or messes. If you use equipment, dishware, or furniture, please make sure to do any necessary cleaning to have it ready for the next use.

EQUIPMENT: All equipment in the facility belongs to the First Best Place. Please treat it with care and follow proper use instructions. If you need help setting up or using any of our equipment, just let us know and we would be happy to assist.

KITCHEN: You are more than welcome to take advantage of the kitchen downstairs for storage or food preparation. Please be careful when using kitchen appliances, clean any messes or used dishes, and make sure to turn off the stove when you are finished.

FURNITURE: All furniture in the facility belongs to the First Best Place. Feel free to use the furniture for your event, and to rearrange things as necessary to accommodate the needs of your use. However, please return things to their original location when you are done, so they are ready for the next user.

We keep the following furniture in these locations:

Larger, upholstered office chairs (non-stackable) – 26 total. These are kept upstairs in the main event area, typically arranged along the south wall, under the windows.

Stackable, cushioned chairs – 30 total. These are kept upstairs in the main event area, near the Cosley exhibit. You are welcome to leave them stacked, or arrange them appropriately.

Rolling desk chairs – 15 total. These are kept upstairs at various desks or in the Swiftcreek conference room downstairs.

Other miscellaneous chairs – 15 total. These are kept downstairs along the walls of the main event area.

Metal folding chairs – 50 total. These are kept downstairs in the main event area.

Wood-topped tables – 7 total. These are kept upstairs in various parts of the facility. Please return them to their original places.

Various bookcases and cabinets— Please return them to their original location.

LIGHTS: Please just try to turn off the lights when you are done.

LOCKS AND DOORS: You are welcome to use either entrance for your event. The keys to the building are kept in a lock box that remains in the 5th street or rear entrance of Discovery Square. We will send you the code for the lock box before the date of your event.

The Nucleus Ave. door has an auto-lock mechanism on the *outer* door, so you can just open that to let folks in. When you leave, please make sure that the latch is fully closed, and the door is locked.

The 5th Street door is the opposite of Nucleus Ave. – the *inner* door has the auto-lock. When you leave, please make sure this door is closed and latched. You can leave the outer door unlocked.

SAFETY AND SECURITY: Please be safe and careful at all times using our facility.

CHILDREN are always welcome at Discovery Square, but do keep in mind that there are certain areas that might not be safe for unsupervised play. Specifically, storage areas, the three vaults in the building, and the mechanical room downstairs. **Please make sure your children are not left unattended.** The three vaults in the building are class 3 secure vaults. The doors are heavy and they represent a hazard to both children and adults. You are welcome to explore, but please do not close any of the vault doors. Again, please do not let children play in the vaults unattended.

FIRE EXTINGUISHERS are located throughout the building. Please note their location for use in case of emergency.

SIDEWALKS AND PARKING LOTS can be slippery during the winter months. Please use caution when entering and existing the building.

THANK YOU

for helping us maintain this active and vital community space!

Glacier Discovery Square - Rules for Use

1. Application requesting the use of the facility must be presented to the First Best Place Task Force at least 5 days in advance of the time desired and it must be signed by the President, Secretary or qualified representative of the organization desiring the use of the building.
2. The facility availability will be determined by the First Best Place and is subject to review by that entity.
3. Rental fees will be determined based on use (see Fees for Use). Fees may be waived for private non-profit groups that do not charge admission fees. Use by religious groups or organizations will be charged rental fees as listed above.
4. The use of the premises will be denied, when in the opinion of the Executive Director of the First Best Place when there is a probability of damage or injury to the property or if the activity is deemed to be improper to hold in the facility.
5. In case of loss or damage to the property, the organization and/or individual signing the request shall be fully responsible and liable.
6. Return furniture to its original location when your event is over.
7. No access to other rooms in the building shall be permitted unless designated by agreement.
8. There shall be no smoking within the Discovery Square buildings. There shall be no illegal narcotics, drugs, or stimulants used or sold in or about Discovery Square buildings and premises, nor shall profane language, quarreling, fighting, or gambling be permitted. Violations of this rule by any organization during occupancy shall be sufficient cause for denying further use of the premises to the organization.
9. The First Best Place may require a First Best Place representative to be present during use of the building by the renting entity. In such case, the requesting organization will pay for any employee expense.
10. When the First Best Place finds it necessary that police or other security personnel be retained for crowd control, such requirements may be added as a condition of this facility use contract.
11. For events of more than 50 people or events that involve food service, a \$150.00 cleaning deposit is required. Cleaning costs, if any, directly associated with the event will be deducted from this deposit. All remaining deposit will be refunded to renting organization within 21 days of the event.