

Outer Banks Center for Nonprofits Facility Use Policy
Outer Banks Community Foundation

Overview

The Outer Banks Community Foundation (OBCF), founded in 1982, is a public charity dedicated to addressing local needs across Dare County and the Outer Banks. We manage charitable funds for individuals and agencies, directing grants and scholarships toward the community's most pressing needs and promising opportunities.

The Outer Banks Center for Nonprofits was established to provide a collaborative space for nonprofits throughout the community. This facility is home to the OBCF, and all building contents, including historical files, are under our care and protection.

The Center is available for use by nonprofit and civic organizations, as well as their representatives. The guidelines below outline the conditions for using the space to ensure it remains accessible to the community.

Please note that commercial, political, or religious events are not permitted. OBCF reserves the right to refuse facility use to any prospective user at its sole discretion.

All facility use must be arranged through OBCF Staff, who then are responsible for scheduling and coordinating usage. An OBCF representative is required to be present at all events.

OBCF is not liable for natural disruptions that may impact the scheduled use of the space, and alternative accommodations may not be available.

Insurance Coverage and Liability

As a condition of using the Facility, each organization agrees to indemnify and hold harmless the Outer Banks Community Foundation and the Outer Banks Center for Nonprofits against any injury, loss, damage, claim, or liability that occurs to persons or property as a result of their use of the Facility. This includes ensuring adequate insurance coverage for any risks associated with their event or activity.

All organizations may be asked to provide a Certificate of Insurance (COI) naming the Outer Banks Community Foundation as an additional insured before using the Facility. This COI must cover general liability and be maintained throughout the organization's use, with annual renewal required. If an event includes alcohol, catering, or other high-risk activities, additional insurance coverage may be necessary.

Additionally, all organizations must sign a waiver of liability, accepting responsibility for any incidents or damages that occur during their use. This waiver, along with other required forms, will be signed electronically for compliance and convenience.

The Facility is exclusively available to nonprofit organizations. As part of the application process, organizations must demonstrate their nonprofit status and provide proof of insurance to comply with OBCF's requirements.

Availability

The first-floor conference room of the Facility is available Monday through Friday from 8:30 AM to 5:00 PM. Meeting spaces can be reserved up to six months in advance, with reservations considered on a first-come, first-served basis.

All requests are subject to approval based on the Foundation's activities, staff availability, and alignment with OBCF's mission. Use of the second floor is restricted and must be arranged directly with OBCF staff.

Safety and Security

The safety of all users is a top priority at OBCF. A representative from the hosting organization must remain on-site for the entire event.

Children must be supervised by an adult at all times during their visit.

At least one OBCF staff member must be present for all events, and additional security may be required for high-risk activities, especially if alcohol is served.

Organizations are encouraged to schedule a site visit with OBCF staff at least 15 business days before their event to ensure the space meets their specific needs.

Accessibility and Parking

The first floor of the Facility is fully accessible, including a wheelchair entrance located at the front of the building, facing S Hwy 64/264. The second floor is not ADA-compliant, and any use of the second floor must be approved by OBCF staff in advance. Accessible parking is available at the front of the building, with additional parking spaces located at both the front and rear of the Facility.

Arrival and Departure

Organizations should plan to arrive at least 30 minutes before the start time to allow for any necessary setup, such as catering. Similarly, allow 30 minutes after the event for clean-up. Conference rooms should be left in the same condition as found.

Media and Publicity

Any media releases referencing events held at the Facility must be reviewed and approved by OBCF staff before being distributed. Additionally, approval is required for any media presence during the event. The OBCF reserves the right to modify or deny media requests based on its policies.

Facility Use Guidelines

- A representative from the hosting organization must be on-site for the entire event.
 - Smoking, including e-cigarettes and vaping, is prohibited inside and on the premises.
 - Alcohol may only be served with prior OBCF approval, following North Carolina ABC laws. The hosting organization is responsible for compliance.
 - Tables and chairs may be rearranged but must be returned to their original positions.
 - The kitchen and conference room should be cleaned after the event, and trash emptied if it contains food or is overly full.
 - The following items are not allowed: open flames, smoke machines, hanging lights, glitter, confetti, sparklers, feathers, live animals (except service animals), or weapons. Confirm any uncertain items with OBCF in advance.
 - Decorations require written permission, and nothing may be affixed to walls in a way that could cause damage.
 - The hosting organization is liable for any damage to the facility or grounds.
 - Deliveries must be made on the event day, with a representative present to accept them. OBCF staff will not accept deliveries.
 - Noise should be kept to a level that does not disrupt OBCF operations or other guests.
 - Attendees should stay in designated meeting areas unless accompanied by staff in other areas.
 - OBCF does not provide copying, faxing, or secretarial services.
 - Children must be supervised at all times.
 - OBCF is not responsible for lost or stolen items.
 - The room must be restored to its original condition after use.
-

Usage Fees

Currently, no usage fees are required. However, if excessive cleaning is necessary following the event, a custodial fee of \$75 per hour (with a \$75 minimum) may apply.

All fees are non-refundable and payable by cash, check, or credit card.

Facility use must be arranged through OBCF.

Policy Compliance and Consequences

Organizations utilizing the Facility agree to fully comply with all policies set forth in the provided agreement. Failure to adhere to these policies, including but not limited to safety protocols, insurance requirements, and facility usage guidelines, will result in the revocation of the organization's eligibility to use the Facility for future events. The Outer Banks Community Foundation reserves the right to deny any future access to the Facility if the terms of the agreement are not strictly followed.

Policy Implementation

A formal Facilities Use Agreement will be signed by the organization, which includes the waiver of liability, acknowledgment of insurance requirements, and other conditions of use. This agreement can be signed electronically via webform or platforms like DocuSign, making it easier for organizations to comply with the required policies.

A process will be established to ensure that Certificates of Insurance are collected prior to every event, with reminders for the organizations to submit updated documentation if necessary. Clear communication about insurance requirements will be made a part of the reservation process to ensure all users are aware of their responsibilities.

Staff will regularly review and update these policies to ensure they are effective and compliant with best practices in risk management, while maintaining the accessibility and welcoming environment that OBCF strives to provide for nonprofit organizations.

Facility Use Acknowledgment & Waiver

Organization Name: _____

Event Date & Time: _____

Contact Person: _____

Phone/Email: _____

By signing below, I acknowledge that I have read and agree to follow the Outer Banks Community Foundation's Facility Use Policy. I understand that:

My organization is responsible for any damages incurred during facility use.

- A Certificate of Insurance (COI) naming OBCF as an additional insured may be required.
- An OBCF representative must be present for all events.
- My organization assumes all liability for its activities on the premises.
- Failure to comply with facility guidelines may result in the loss of future use privileges.

Authorized Representative Name: _____

Signature: _____

Date: _____