



United Way of  
Greater New Haven

## **United Way of Greater New Haven's Wells Fargo Community Room & Conference Room Usage Policy**

United Way's Wells Fargo Community Room and conference rooms are available to 501(c)3 non-profit organizations and civic groups in greater New Haven. The conference rooms are available Monday through Friday from 8 AM- 4:30 PM.

To book, please fill out request form online at [uwgnh.org/reserve-a-room](http://uwgnh.org/reserve-a-room)

### Details of usage:

- Approval of applications for the use of the room is at the discretion of UWGNH and is first-come, first-served basis, according to the date of application received.
- Use of the room is free, as well as access to the kitchen. Both community room and kitchen must be restored to the same condition in which they were found.
- Please notify us at 203-772-2010 for cancellations, as soon as possible.
- Refreshments may be served, but we do not offer a food service so outside food must be brought in. UW can supply complimentary coffee and tea upon request.
- Please bring your own copies of any materials needed for distribution, as UW's photocopier is for UW staff use only.

Groups are welcome to make use of the projector and whiteboard. Please note that the equipment does not include a computer, so a laptop is needed. Instructions on set-up and use will be provided and UW staff can help with initial set-up, however, UW staff is not always available for troubleshooting.

The applicant agrees to accept all responsibility for the conduct of the activity for which this application is made and to hold UWGNH harmless from all claims, demands, suits or actions that may be brought against UW or any agent thereof, by reason of injury to any person or damage to any property caused by said application as a results of the activity for which this application is made.

Groups using the room are responsible for any costs arising from any damage or loss during use.