



RESPONSIBILITIES, RESTRICTIONS, AND USE OF THE OUTREACH CENTER

On a first-come, first-served, space available basis, the Legacy Foundation of Southeast Arizona (“LFSAZ”) makes meeting rooms in the Outreach Center available for non-profit tax-exempt organizations only.

An organization using the Outreach Center may not state or imply that the LFSAZ is sponsoring their program or event. Guest Organization will not use LFSAZ’s logo in any manner without prior express written consent from the LFSAZ.

The Outreach Center is not available for personal celebrations, e.g. birthday, anniversary or similar anniversaries.

Responsibilities of Guest Organization:

Guest Organization will:

- Not conduct or allow any activity in the Outreach Center that in the sole judgment of the LFSAZ would be detrimental to the LFSAZ’s tax-exempt status or reflect badly on the LFSAZ’s reputation in the community.
- Ensure that its employees, agents, contractors, participants, sponsors, members, visitors and invitees only use the Licensed Area for the stated use in the agreement and observe and comply with any and all rules and regulations issued by LFSAZ for the use of the Licensed Area.
- Be responsible for all destruction of or damage to the Outreach Center or Licensed Area, or any destruction of or damage to any equipment or furnishings therein caused by any act or omission, whether negligent or otherwise, of any agent, employee or contractor of Guest Organization occurring anytime, or any visitor, participant, sponsor, member or invitee of Guest Organization occurring during Guest Organization’s use, including damage to any Area of the Outreach Center outside the Licensed Area caused by individuals in any way associated with Guest Organization.
- Be responsible for cleaning up the Licensed Area after every use.
- Supply and maintain all specialized furnishings, equipment, materials and supplies necessary for its particular use of the Licensed Area (any equipment or other furnishings used by Guest Organization shall be of a type that will not damage any part of the Licensed Area).
- Use the designated Facility entrances, hallways and restrooms only.
- Ensure that its employees, participants, contractors, sponsors, members, visitors, agents and invitees are considerate of and cooperative with other users of the Facility.
- Promptly address all concerns or issues to LFSAZ’s staff member on duty.

Restrictions

In connection with their use of the Outreach Center, the Guest Organization agrees that neither it nor its employees, participants, contractors, members, agents, sponsors, visitors or invitees will:

- intentionally distribute, post or leave materials and/or literature about Guest Organization or its programs in or on any portion of the Licensed Area or the Outreach Center after Guest Organization's designated hours of use;
- store any equipment, furniture, decorations, or other materials in the Licensed Area other than as may be approved by the LFSAZ in writing; (iii) charge admission fees, ask for donations, sell items or services or conduct any fund raising activities;
- Guest Organization agrees it will not remove any supplies or equipment belonging to LFSAZ;
- Alcohol is not permitted

In the event of damage to the facilities or equipment, the Guest Organization is responsible for replacing, reimbursing, repairing and/or cleaning the location and/or items in question.

An employee or designated representative of the LFSAZ must be available during meetings to provide guests of the Guest Organization with assistance and secure the Center after the meeting.

LFSAZ, its trustees, officers, employees, agents or representatives shall not be responsible or have any liability for loss or damage to or destruction of any property belonging to Guest Organization, its agents, employees, participants, members, visitors, sponsors or invitees.

Guest Organization understands and agrees that one or more of LFSAZ's employees may also be in the Licensed Area from time to time during Guest Organization's hours of use as part of their employment with LFSAZ. Their presence will in no way be considered a violation of this License.

Please review the Outreach Center License agreement for complete details.