



TED FERRY CIVIC CENTER

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Policy for Non-Profit Free Use of Conference Room

It is our pleasure to offer free use of the Manzanita Bay Conference Room to local non-profit organizations* one time per month between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.

The following other rules apply:

1. The reservation cannot be made more than 2 weeks in advance. Nor is it available for rentals that are consecutive or more than one day in length.
2. If the reservation presents a conflict with another conference, it is the sole discretion of the office staff to relocate the free-use customer to another location in the building or possibly to another facility, or request the non-profit organization reschedule if another location isn't available. We would attempt to work this out to everyone's satisfaction, and usually have the stage available to set up in conference style.
3. Coffee service and/or equipment rental is not included as free use.
4. Additional set-up or clean-up requirements may pose an additional charge.
5. If the reservation is canceled after it is confirmed, it is still counted as your organization's free use for the month.

We look forward to providing this service for your organization. Please call if you have any questions whatsoever.

*A non-profit organization must prove non-profit status by providing the Civic Center with an IRS 501(c)(3) letter.