



CENTRAL CAROLINA COMMUNITY FOUNDATION

Collaboration Zone Rental Terms & Conditions

Cancellation Policy: All bookings require at least 24 hours' notice for cancellation. To cancel your reservation, contact Lindsey Pitts at 803-978-7817 or lindsey@yourfoundation.org. Cancellations made less than 24 hours before the scheduled rental are not eligible for a refund.

Leave the Space as You Found It: Please return the space to the condition in which you found it. This includes disposing of trash, wiping down tables if needed, returning tables and chairs to their original arrangement, removing all personal items, decorations, and supplies, and taking any leftover food or beverages with you.

Food and Beverages: Outside food and non-alcoholic beverages are welcome. Renters are responsible for all setup, serving, and cleanup. The Foundation provides a coffee station and water cooler. Ice is not provided.

Technology and Equipment: The audiovisual equipment included with the space is available for your use. A Foundation staff member can provide basic assistance during business hours, but renters are responsible for operating the equipment during their event.

Care of the Facility: Renters are responsible for any damage beyond normal wear and tear caused by attendees, vendors, or guests during the reservation. Please report any damage or maintenance concerns before leaving.

Capacity: For safety reasons, attendance may not exceed the posted capacity of each room.

Respect for the Building and Other Tenants: Our meeting space is located within a shared office building. Please be respectful of other tenants by keeping noise to a reasonable level, using only the spaces included in your rental, and ensuring guests use shared areas, including restrooms, courteously. Hallways, elevators, and common areas should remain clear at all times.

Liability: Central Carolina Community Foundation is not responsible for lost, stolen, or unattended personal property brought into the facility.

Right to Decline Reservations: The Foundation reserves the right to decline or cancel reservations that conflict with the Foundation's policies, mission, or operational needs.