



The Frankee Oleson Collaboration Hub Policy

PURPOSE

The policy set forth identifies guidelines and requirements for using the Frankee Oleson Collaboration Hub (“the Hub”) located at 317 Clark Avenue, Ames, Iowa 50010. These guidelines apply to United Way of Story County (“UWSC”) staff, board members, volunteers, and members of the public who host (hereinafter “Renter”) or attend an event on the property.

This professional meeting space serves as United Way of Story County’s dedicated hub for community partnerships and programming. Designed to support collaborative work in human services, the space features modern technology and accessible accommodations. The hub hosts our Women United financial education program, volunteer meetings, and multi-partner initiatives while also being available for rental by community organizations.

Dedicated in honor of Frankee Oleson, whose vision of collaborative community betterment inspired this space, The Hub embodies her legacy of bringing people together to create lasting positive change.

GENERAL POLICIES

ELIGIBILITY FOR USE

UWSC staff and Board of Directors reserve the right to approve or deny rental requests at their discretion. Events hosted by UWSC will take precedence over third-party requests. Events in this space must be hosted by a Story County organization/business or benefit the Story County community and are subject to final approval from UWSC President/CEO. The Hub may not be used for birthday parties, baby showers, or other personal events.

Potential Renters of space at The Hub need not be active “Partner Agencies” of UWSC, but they must be eligible to become a Partner Agency under UWSC’s Partner Agency Eligibility Policy, a copy of

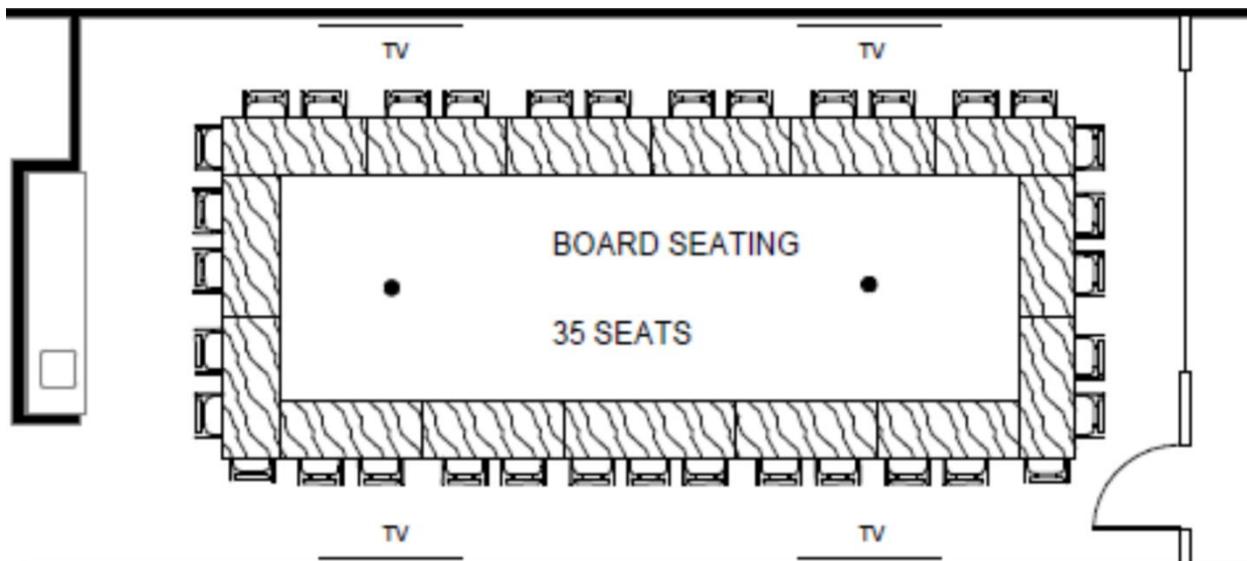
which is available upon request. In general, this means that UWSC will not host events or groups that could jeopardize UWSC’s 501(c)(3) non-profit status. By way of limited example, the following uses of The Hub are not permitted:

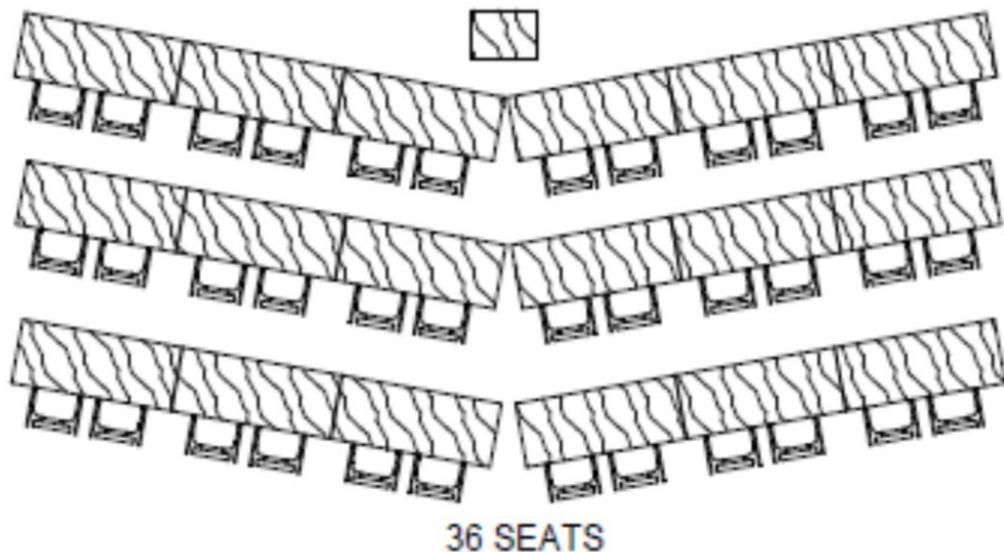
1. Any event hosted by organizations that are primarily political in nature, whether non-partisan, bipartisan, or purely partisan;
2. Events hosted by an agency or group that provide services limited to members of a particular religious group;
3. Events hosted by agencies that exist solely for the presentation of cultural, artistic, or recreational programs; and
4. Events that provide basic educational services that have traditionally been the mandated responsibility of the public education system.

UWSC reserves the right to make exceptions to this Eligibility for Use policy in accordance with applicable law.

CAPACITY

The default setup for the Hub is board seating that holds 24. The setups below are available if requested at booking. Renters may move tables and chairs as needed, but the room must be returned to the default setup at the end of the rental period.





FEES

RENTAL FEES

The fee for using the Hub will be \$30 per hour. Fees for a full day will be \$225. A full day rental is classified as 8 hours. This fee includes use of space technology including television(s) for projections, owl camera, and laptop. Rental fee also includes use of the small kitchenette.

DEPOSIT

A deposit equal to fifty percent (50%) of the rental fees are due at the time of booking. Full payment will be due five (5) days prior to the event date. Payment will be accepted by check or by credit card.

CANCELLATION

If an event is canceled on or after 14 days prior to the event, the deposit will be nonrefundable. The Renter may cancel more than 14 days before the event for a full refund of the deposit. UWSC may cancel events at any time by providing notice to the Renter. In the event UWSC is required to cancel, it will return any rental deposit or reschedule the planned event to a later date as the case may be.

PARTNER AGENCY & FISCAL AGENT FEES

UWSC Partner Agencies (“Agencies”) are allowed a free half day rental per UWSC fiscal year (July 1- June 30). A half day is classified as four (4) hours. After the initial 4 hours, agencies will be expected to pay \$25 per hour.

Organizations with Fiscal Agent Agreements may use the Hub free of charge if there are no other events scheduled. If the Hub is unavailable, organizations may use the Conference Room at 315 Clark. UWSC events and meetings will take precedence over organization requests.

DAMAGE FEES

UWSC reserves the right to apply additional charges for actual or estimated repair or cleaning costs to restore venue, grounds, equipment, or other property to the same condition prior to the Renter's use of the venue and UWSC's property.

HOURS

The Hub hours will coincide with the office hours of United Way of Story County, Monday through Friday 8 am to 4:30 pm. Hosts will be allowed to enter the Hub 30 minutes prior to setup and will be allowed to stay 30 minutes after for cleanup. On days when UWSC offices are closed, the Hub will be unavailable for rental.

RENTAL REQUEST PROCESS

Requests must be made by filling out the form at <https://www.uwstory.org/our-space>. Requests should be made at least a month prior to the event. Exceptions can be made if you reach out to the UWSC office. Hosts will allow up to five (5) business days for UWSC to respond to their request.

FOOD/DRINK

Refreshments may be served by the Renter or a caterer of the Renter's choice. Food may not be cooked at the Hub. The kitchenette includes a sink and a residential-sized refrigerator/freezer. No alcoholic beverages will be allowed.

ANIMALS

Bona fide service animals that have been individually trained to complete guide tasks in accordance with the regulations of Titles II and III of the Americans with Disabilities Act will be allowed into The Hub with proper documentation under law. All other animals, including emotional support animals not specifically trained to complete guide tasks and pets are not allowed at the Hub. Violation of this policy is grounds for the immediate surrender of use and occupancy of the Hub.

PARKING

Free parking is available in the lot immediately to the south and west of the UWSC offices. City parking is available in the lots to the east of the UWSC offices; however, these lots have a 2-hour limit. Paid street parking is available along Main Street.

LIABILITY

Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that UWSC may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the Venue, and shall indemnify and hold UWSC harmless, its employees, agents, and officers against any and all legal actions, any and all loss, cost, including attorney fees, damage, expenses and liability (including statutory liability and liability under workers' compensation laws) in connection with claims, judgements, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by host. Renter releases UWSC from any and all liability or responsibility for accidents or damages caused by Renter.

LIABILITY INSURANCE

Renter is required to obtain liability insurance with minimum coverage limits of \$1,000,000 per occurrence and \$2,000,000 in aggregate. A certificate of insurance shall be sent to UWSC a week prior to the event. The Certificate of Insurance shall have United Way of Story County as an additional insured.

DISPUTES

Any disputes, claims, or controversies arising out of or relating to the use of The Hub shall be governed by and construed in accordance with the laws of the State of Iowa, without regard to its conflict of law principles. Any such disputes shall be subject to the exclusive jurisdiction of the state or federal courts located in Story County, Iowa, and the parties hereby consent to the personal jurisdiction and venue of such courts.