

**Acceptable Use Policy For Community Meeting Space At Norton Media Center**

All organizations requesting the use of the Norton Media Center as a community space must agree To comply with the following policies and procedures in order to be granted use of the facility.

Organizations must not allow more than **50** people in the facility at any one time due to our Certificate of Occupancy and Fire Codes.

Organizations must be of a non-profit designation.

If studio furniture is used it must be left in the same configuration it was found upon entering.

One member of the organization must agree to and sign this acceptable use form prior to using the facility. This representative will be held personally liable for any property damage or loss arising from the organization's use of the facility.

There will be no on-going permissions granted. Organizational representatives must ask for permission form the Executive Director prior to **every** scheduled request for facility usage.

Norton Media Center reserves the right to "bump" any prior reserved date without notice. In the event that this occurs an alternate date will be made available to you.

All trash that is brought into the facility must be removed upon leaving. There is a dumpster in the parking lot where generated refuse shall be properly disposed of. If trash is left behind in the facility there will be a **\$150** custodial fee assessed to the organization.

Norton Media Center will not be responsible for any personal property left in the facility.

Equipment related to the operation of the Media Center is off-limits and not allowed to be handled by groups using the facility for meetings.

If any property damage occurs during your use of the facility it is the responsibility of the appointed group representative to immediately notify the Executive Director at 508-285-2318 or [director@nortonmediacenter.org](mailto:director@nortonmediacenter.org).

**You agree to contact Norton Media Center by phone the morning of your event to receive the daily door access code. No codes will be given after 12pm.**

Print Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Of Requested Meeting: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_