



# WBOA SPACE RENTAL POLICIES

Revised 1/17/18

## Prohibitions:

1. Smoking is not allowed in the building.
2. Alcoholic beverages may not be served or sold unless provided by Serve-Safe caterer. Other restrictions may apply.
3. All activity must remain inside the WBOA room.

## Use and Maintenance Conditions:

1. The facilities and equipment are to be used only during the agreed upon time/date.
2. Only the room and equipment reserved are to be used.
3. The Individual/Organization agrees to abide by the Emergency Protocol posted in the room by the door.
4. Do not move any objects/furniture other than tables and chairs.
5. Return the room to its original condition and configuration.
6. All trash, recycling and waste materials must be removed from the site. Bags must be tied and brought to dumpsters by the loading dock.
7. Provide your own supplies if you are serving food/beverages. (3 coffee/hot water urns with filters are provided, as well as water carafes and ice cubes. Please refill after use.)

## Responsibilities:

1. The Individual/Organization agrees to be responsible for compliance with these policies.
2. The Individual/Organization agrees to pay restitution for any damage to or loss of WBOA property.
3. The Individual/Organization agrees to release WBOA from any liability for accidents and/or actions resulting in physical harm to persons and/or damage to property.
4. WBOA is not responsible for articles left in the building before or after the event.
5. The Individual/Organization agrees to report any difficulties, complaints and/or damage to WBOA immediately upon detection.

## Welcoming Policy:

### *Our Mission and Purpose*

The mission of WBOA is to provide education and enlightenment to support the social and economic power of women in business and to promote entrepreneurship. Our purpose is to empower women entrepreneurs by helping to build their business skills and confidence to succeed in their careers. We accomplish this through professional development seminars and meetings, teaching networking/interaction skills, leadership opportunities, and interactive technology.

### *Diversity Statement*

In principle and in practice, WBOA values and seeks a diverse and inclusive membership. WBOA seeks full participation in the organization by all women in business who support our mission to empower women in business, regardless of race, religion, age, sexual orientation, national origin or disability. Our goal is to effectively represent the full diversity of the women business community and to expand access to leadership opportunities across the full spectrum of our membership.

We reserve the right to refuse to rent based on our availability/capacity. We also reserve the right to refuse to rent and/or cancel agreements with Individuals/Organizations whose mission/vision/operating principles are not in concert with those of WBOA.