



KFF DC CONFERENCE CENTER TERMS AND CONDITIONS FOR USE

Please read, sign and return the Terms and Conditions.

Hours of Operation

- The KFF DC office is open to guests Monday – Friday, 8:30 am until 5:00 pm, and closed on weekends.
- Event staff and caterers may access the building starting at 7:00 am. Events must end by 5:00 pm to allow time for the facility team to service the suite.
- Deliveries and pick-ups must be made between the hours of 7:00 am and 4:00 pm, Monday – Friday, and scheduled in advance through the Conference Center Manager or the Office Assistant

Use of Space

- There is no charge to non-profit organizations to use the building space.
- We do require you to clean up after your event and make certain any leftover food brought in or catered is removed from our premises before you leave the building.
- If a fee is charged to attend your event, it may not be collected on the premises. No money can be exchanged for sales, purchases or fundraising on premises.
- Nothing can be affixed to any surface, furnishings, or equipment.
- Moving existing furnishings and fixtures is not permitted unless you are given permission to do so by KFF operations and event staff.
- We ask that you keep your group confined to the space reserved for your organization unless you've been given prior permission to use other meeting room spaces.
- Prior permission is required to bring in special equipment, materials, decorations, and signage.
- Copying service is not provided.
- Beverage service is not supplied.
- Prior permission is required to have alcoholic beverages in the building.
- **The host of an event is responsible for providing all required licensing and certificates of insurance.**
- The maximum seating capacity of each space must be adhered to and should be discussed with the Conference Center Manager or the Office Assistant in advance of your event.

Walk-Through Prior to Event

The walk-through will provide you with an opportunity to make minimal changes prior to the scheduled event date. So, it is important to confirm your room set up in advance and respond to all inquiries in a timely manner. Most walk-throughs are 15 to 30 minutes in length and are conducted the day before the event. The Conference Center Manager or The Office Assistant will contact you to schedule a walk-through.

Audio-Visual

KFF has the latest AV technology, and you are welcome to use what we have. KFF IT staff will be on hand to instruct you on how to operate our equipment and to answer any questions you may have. **We do ask that you submit slide decks 24 hours prior to your event.**

Catering

The KFF Conference Center Manager or the Office Assistant will provide a list of approved caterers that you may choose from and work with directly. All caterers will need to submit a certificate of insurance before they can access our space for delivery, pick-up and full catering services.

Internet Access

Wireless internet access for visitors is provided in our building. There are an unlimited number of visitor connections. If your group has specific requirements for internet access or questions, please let KFF in advance.

Cancellation

A notice of cancellation must be received at least five business days before the date of the event. KFF reserves all rights to cancel all events due to unforeseen circumstances such as emergencies or severe weather.

Print Name

Date

Signature