

General use guidelines for use of internal or external space at the Goodwill West Louisville Opportunity Campus

Effective December 2, 2024

Activities may not be conducted in a manner that:

- Violates any federal, state or local laws
- That is either incompatible or unreasonably interferes with the Goodwill Opportunity Campus educational programs, services or other legitimate functions
- Violates the rules or policies of the Goodwill Opportunity Campus
- Violates applicable fire or safety regulations
- Interfere with, block or impede the normal access, ingress, or egress to or from any building or portion of one
- Endanger personal safety, damage personal or Goodwill property or violate an individual's privacy
- Employ unauthorized sound amplification or create unreasonable noise disruption of Goodwill Opportunity Campus activities and functions
- Cause illegal harassment, defamation, terrorist threats and/or promote or incite actual or imminent violence, bodily injury or harm to property

Learning center rooms cannot be used for:

- **Social events/parties/other:** Birthday parties, baby/wedding showers, weddings or wedding receptions, school graduations, ceremonies or performances, family reunions, personal social events or film-making events.
- **Political events:** Goodwill Industries of Kentucky, Incorporated status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office.

Accordingly, Goodwill Industries of Kentucky may not endorse a candidate, provide or solicit financial or other support for candidates or political organizations or establish political action committees. Participating in political campaigns by or in the name of Goodwill Industries of Kentucky could jeopardize Goodwill Industries of Kentucky tax-exempt status. Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or

public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.

Voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.

If you expect elected officials in attendance during your meeting time, please let us know as soon as possible.

All events and meetings are subject to approval:

Goodwill Industries of Kentucky reserves the right to refuse any request for external or internal use of learning center rooms at our West Louisville Opportunity Campus for activities, events and meetings that do not align with our mission and values, or that are not deemed as an acceptable, reasonable, educational or valuable experience for guests.

Learning center room rules and policies:

- **No alcohol, drugs or weapons** allowed on the premises at the Goodwill Opportunity Campus.
- **No loud music, excessively loud presentation during meeting/event** allowed in the learning center rooms that could be disruptive to others in the learning center wing or in the building.
- **No filming, advertising via social media postings** of Goodwill Opportunity Campus event space without prior approval from Goodwill Industries of Kentucky
- **No candles/open flames** allowed in learning center rooms. The only exception is the Sterno-like catering/chafing dish canned fuel for use with breakfast/lunch chafing dish buffets. Guests are asked to remove and dispose of these items after their meeting/event.

- **No fee collected from guests:** Guests are not allowed to collect/charge a fee from those attending their event/meeting at the Goodwill Opportunity Campus and are prohibited from selling items or services for personal gain.
- **Hours of operation:** The learning center rooms are available Monday-Friday from 8:30 a.m.-4:30 p.m.
 - **Learning center room availability:** Currently, learning center space is available 8:30 a.m.-4:30 p.m., Monday through Friday, based on calendar availability and approval by Goodwill Industries of Kentucky, Inc.
 - **Guests cannot enter before 8 a.m., Monday-Friday.**
 - **Guests will be prepared to exit the facility by no later than 4:30 p.m., Monday-Friday.**
 - **We are closed after 4:30 p.m. Monday-Friday and closed on the weekends**
- **Reservations will not be accepted** more than six months from the event date.
- **Cancellations:** We ask that you notify us if your event is canceled within 24 hours of the scheduled event.
- **Materials brought to meeting/event:** We ask that any handouts, written material and food/beverage items be removed from the room at the conclusion of your meeting.
- **Elected officials/media attendance:** If you expect elected officials and/or media personnel at your event, please let us know as soon as you can.
- **Trash:** Please bag trash and take it with you or leave bagged garbage in the large trash receptacle and place it outside the door when you exit the space.
 - **Urgent custodial need:** If there is excessive food/liquid mess on the floor or tables that need immediate attention from our custodial staff, please let someone at the information desk know the room # and we will address it.
- **AV/ HDMI Connectivity:** All learning center rooms have a large screen with HDMI cable located on the credenza for connecting a laptop to share videos, training materials, PowerPoint presentations, etc.
- **Microphones:** We have two wireless microphones available for use in learning center rooms (144/145) only.

Catering an event/meeting:

- **As of October 1, 2024, Blak Koffee will be open at the Goodwill Opportunity Campus and is our preferred vendor for coffee service, breakfast or lunch catering needs:** Please contact Blak Koffee if you need this service and create a catering request as soon as

possible. If they are unable to accommodate your request, guests are then allowed to seek out alternative vendors for food and beverage services.

Blak Koffee Catering request link: <https://www.blakkoffee.com/catering-inquiry/>

Guest guidelines for room configuration and furniture:

- **Rental furniture not allowed:** We do not allow rental tables or chairs into our facility. Guests will utilize the existing tables and chairs available in our learning center rooms for their meeting/event.
 - **Guest will set up room:** Most of the learning center rooms are set up classroom/ or board room style. You are welcome to come early to move them to fit your needed configuration.
 - **Guest will return room to original setting:** We ask that you return the chairs/tables to their original configuration at the conclusion of your event.
 - **Usage of extra tables/chairs:** We ask that if you need extra tables/chairs from other learning center rooms, that this is approved by Goodwill Industries of Kentucky. Guests will return all tables and chairs to the correct room at the conclusion of their event.
 - **Room seating and maximum capacity:** Each Learning Center Room has a specific number of tables and chairs and a maximum capacity. Guests will adhere to the Fire Marshal recommendations for a specific learning center space. Failure to do so could result in meeting/event cancellation.
 - **Damage to Furniture/Room:** If any furniture, floor or wall damage occurs during your event, please notify us at the conclusion of your event. If damage is discovered by Goodwill staff, we will notify the organization for payment/replacement of item(s).
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- **There is no fee.** We offer these rooms to community organizations and businesses at no cost because we are completely donation-supported. Please consider supporting our work with a donation so we can continue to keep this service without charge for everyone.

You visit goodwillky.org/give or use the following QR code:



Goodwill Mission:

Founded in 1923, Goodwill Industries of Kentucky is a 501(c)(3) nonprofit organization with 1,800 dedicated employees driven by the mission to serve Kentuckians who are recovering from addiction, reentering society from incarceration, lacking education or transportation, unhoused or homeless, surviving chronic poverty.

- **Mission:** Goodwill Industries of Kentucky helps people with disabilities or other disadvantages achieve and maintain employment to gain a better quality of life. We give people a hand up — not a handout — so they can experience the dignity and independence that comes with earning a paycheck and achieving self-sufficiency.

Goodwill gives a hand up to thousands of individuals, helping them achieve and maintain employment to gain a better quality of life. We serve the **second-chance population** through a variety of innovative programs and services. Goodwill is committed to addressing and resolving many underlying issues and helping those in need of a second chance. As a **statewide leader in combatting poverty**, our nonprofit utilizes our retail locations to help individuals find a pathway to prosperity.

Goodwill DEI Values:

We Value Our Employees – Goodwill will ensure equitable practices and policies in all aspects of our employment practices. We will seek to attract, recruit, and retain a culturally diverse workforce, representative of the communities we serve, and will provide an environment that welcomes, respects and includes each person.

We Value Our Shoppers and Donors – Goodwill will foster a culture that welcomes diverse shoppers and donors who we will treat with respect and appreciation for their contributions and support of our mission.

We Value Our Program Participants – Goodwill will ensure that all participants who use its programs and services encounter a welcoming environment that extends respect and dignity to everyone regardless of their race, gender, age, religion, background, or other personal characteristics.

We Value Our Partners – Goodwill will seek to develop and maintain respectful working relationships with diverse community-based businesses and organizations that are representative of the communities we serve and share our commitments to diversity, equity and inclusion.

We Value Our Communities – Goodwill will leverage its presence in the communities it serves and the relationship it has with vendors to influence healthy diversity, equity and inclusion practices.