

Guidelines When Reserving Learning Center Rooms

Norton Healthcare Goodwill Opportunity Campus

2820 West Broadway, Louisville, KY 40211

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.
- All guests will adhere to the rules of conduct in/outside of the Goodwill Opportunity Campus.

Violation- Rules of Conduct:

Guests who exhibit harassing, threatening or disruptive behavior, or refuse to comply with the rules and regulations of the Goodwill Opportunity Campus/ or Room Request Agreement, will be immediately asked to leave the premises, or will be escorted off the property by Goodwill Security. Guests at an event/meeting or businesses/organizations in violation of the rules of conduct, can be banned from the property if deemed necessary.

GWIK 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.
- **Fundraising Events/ Soliciting Contributions:** Businesses/Organizations are not allowed to hold fundraising events at our building and are not allowed to ask for donations, solicit contributions, or take up a collection of cash, checks or online.
- **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.

All Events & Meetings 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 acceptable, reasonable, educational, or a valuable experience for guests.

Limit to Number of Room Requests allowed per month/year:

Due to the high volume of Room Requests for FREE space at the Goodwill West Louisville Opportunity Campus Learning Center Rooms, **businesses/organizations are limited to requesting no more than (1) Room, no more than (4) days in one month and no more than (8) room reservations in one calendar year. All room requests are subject to approval based on the type of event, availability of space, room size/group size requested.** Therefore, recurring meetings in any given week or month are not generally approved.

Learning Center Room Rules & Policies:

- **No alcohol, drugs or weapons** allowed on 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 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 at the conclusion of 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.
- **No fundraising is allowed at meetings/events:** Businesses/Organizations are not allowed to ask for donations, solicit contributions, or take up a collection of any kind. No cash, checks or online donation is allowed.
- **Hours of Operation: The Learning Center Rooms are available Monday-Friday from 8am-4:30pm.**
 - **Learning Center Room Availability:** Currently, learning center space is available 8am-4:30pm, Monday through Friday, based on calendar availability and approval by Goodwill Industries of Kentucky, Inc.
 - **Guests cannot enter before 8am, Monday-Friday.**
 - **Guests will be prepared to exit the facility by no later than 5pm, Monday-Friday.**
 - **We are closed after 5pm Monday-Friday and closed on weekends**
- **Cancellations:** **We ask that you notify us if your event is cancelled within 24 hours of the scheduled event.**
- **Room Requests will not be accepted more than six months** from the date of the event.
- **Signage during your event/meeting:** Outside signage during your event/meeting must be approved by the Goodwill Scheduling & Events Coordinator, or our Goodwill Marketing Department. If signage is displayed and has not been approved prior to your event, we will remove it from the property.
- **Materials brought to meeting/event:** We ask that any handouts, written material, and food/beverage items are removed from the room at the conclusion of your meeting.
- **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 needs 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.

Entrance & Exit Doors in Learning Center Wing:

Entrance: Guests will enter at the Opportunity Center Doors adjacent to the playground area behind our building located in the parking area. **We do not unlock/ or open doors in the Learning Center Wing for guests to enter.**

Exit Doors: Guests can exit the building through the doors in the Learning Center wing; however, these doors are locked, and guests must reenter through the main Opportunity Center Doors.

- **Exit Doors in the Learning Center Wing are not allowed to be propped open for any reason.**

Catering an event/meeting:

- **Blak Koffee II is open inside the lobby of the Goodwill Opportunity Campus located at 2820 West Broadway, 40211 and is our preferred vendor for coffee service, breakfast, or lunch catering needs:** **Guests reserving free space in our building are required to contact Blak Koffee if coffee, breakfast/lunch service is needed. See the link below to create a catering request.** If you have booked a meeting or event and should need coffee or food service, please create a catering request as soon as possible. If Blak Koffee is 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/>

Guidelines for Room Configuration & Furniture:

- **Rental furniture is 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.
- **Guests 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.
- **Designated Smoking Area:** Please ask guests that smoke to use the designated smoking area behind our building near the parking lot/ covered bench area. Smoking is not permitted in any other area of our campus. If you are unsure of this location, please check with a Goodwill staff member.
- **Room Seating and Maximum Capacity:** Each Learning Center Room has a specific number of tables and chairs and a maximum capacity. **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).
 - **Please use care when moving the chairs and tables** so as not to damage the walls and floors.
 - **Be sure to lock down tables** once you have moved them into place.
 - **Do not tape any signs/paper to the walls without approval** from the Goodwill Scheduling & Events Coordinator. Painters tape ONLY is allowed with prior approval.

- **There is no fee.** We offer these rooms to community and businesses at no cost because we are completely. Please consider supporting our work with a donation so we can keep this service without charge for everyone.

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



organizations supported. continue to

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 & 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.