Guidelines for Reserving Learning Center Rooms

Norton Healthcare Goodwill Opportunity Campus
2820 West Broadway, Louisville, KY 40211

Acceptable Use
Activities conducted in Learning Center Rooms must comply with all applicable laws and Goodwill Opportunity Campus policies. Activities may not:

- Violate federal, state, or local laws
- Interfere with or disrupt Goodwill educational programs, services, or operations
- Violate fire, safety, or security regulations
- Block or impede access, ingress, or egress to any building or area
- Endanger personal safety, damage property, or violate individual privacy
- Use unauthorized sound amplification or create unreasonable noise
- Involve harassment, defamation, threats, or the promotion of violence or property damage

All guests must adhere to Goodwill Opportunity Campus rules of conduct at all times, both inside and outside the facility.

Violations of Rules of Conduct
Guests who engage in harassing, threatening, or disruptive behavior, or who fail to comply with campus policies or the Room Request Agreement, may be asked to leave immediately or escorted off the property by Goodwill Security. Organizations or individuals in violation may be prohibited from future use of the facility.

Prohibited Uses of Learning Center Rooms

Learning Center Rooms may not be used for personal or commercial business purposes. Prohibited activities include, but are not limited to:

- **Commercial or Personal Business Activities**
- **Guests under the age of 18 may not attend meetings or events scheduled in the West Louisville Learning Center unless accompanied by a parent or guardian.**
    - Exceptions require the requesting organization to complete additional guidelines, including permission slips, an additional liability waiver, and any other stated requirements, and to provide a Certificate of Insurance (COI). All documentation must be submitted for review at least one (1) week prior to the event. For more information about a meeting/event request with minor guests/students, please contact Corporate Events Manager, Jason Smith, at jason.smith@goodwillky.org
- **Selling products or services**
- **Meeting with clients**
- **Charging or collecting fees from guests attending meetings or events**
- **Operating any business venture**

These rooms are provided at no cost to support community-based meetings, trainings, retreats, job fairs, and similar mission-aligned activities. Misuse may result in immediate corrective action, including removal from the premises or loss of future access.

Fees and Payments

Charging admission, registration fees, or requiring payment as a condition of attendance is generally not permitted and may result in denial or revocation of room approval. The use of these free spaces is intended to support community access and collaboration, not to generate revenue for outside organizations or individuals.

Social Events

The following personal or social events are not permitted:

- Birthday parties
- Baby or wedding showers
- Weddings or receptions
- Graduations, ceremonies, or performances
- Family reunions
- Film-making events

Fundraising and Solicitation

Fundraising events and solicitation of donations are not permitted. Organizations may not request or collect donations, cash, checks, or other contributions during meetings or events held on campus.

Political Activities

As a 501(c)(3) organization, Goodwill Industries of Kentucky may not participate in or intervene in political campaigns on behalf of, or in opposition to, any candidate for public office. Political endorsements, fundraising, or advocacy activities that could jeopardize tax-exempt status are prohibited.

Certain nonpartisan activities, such as voter education or registration conducted without bias, may be permitted. Activities that favor or oppose specific candidates or political parties are strictly prohibited.

Approval and Availability

All meetings and events are subject to approval. Goodwill Industries of Kentucky reserves the right to deny any request that does not align with its mission, values, or standards, or that is not deemed appropriate, educational, or beneficial to guests.

Limits on Room Requests and Attendance

Due to high demand:

- Organizations may reserve no more than one room for up to four days per month
- No more than eight room reservations are permitted per calendar year
- Recurring weekly or monthly meetings are generally not approved

All rooms have a maximum occupancy set by the Fire Marshal, which is strictly enforced. Exceeding capacity may result in guests being asked to leave or event cancellation.
The minimum number of attendees required to request a room is 10. Exceptions may be considered based on availability.

Learning Center Room Rules and Policies

- Alcohol, drugs, and weapons are prohibited on campus
- Excessively loud music or presentations are not permitted
- Filming, photography, or social media promotion of event spaces requires prior approval
- Open flames and candles are prohibited, except approved catering Sterno fuel
- Childcare services are not permitted onsite
- Fundraising or collection of any kind is prohibited

Hours of Operation

Learning Center Rooms are available Monday–Friday, 8:00 a.m. to 4:30 p.m., subject to approval and availability.

- Guests may not enter before 8:00 a.m.
- Guests must exit the facility by 4:30 p.m.
- The campus is closed evenings and weekends

Additional Policies

- Cancellations should be reported at least 24 hours in advance
- Room requests are not accepted more than six months in advance
- All signage must be approved in advance
- Materials, food, and trash must be removed from the room, and trash should be set outside the door at the end of the event
- Any damage to furniture or facilities must be reported immediately

Facility Access

Guests must enter through the Opportunity Center entrance. Learning Center wing doors may not be used for entry and must never be propped open.

Catering

Blak Koffee II, located onsite, is the preferred caterer for coffee and meal services. Groups reserving free space are asked to contact Blak Koffee for catering needs. If Blak Koffee is unable to accommodate, alternative vendors may be used.

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

Room Configuration and Furniture

- Rental furniture is not permitted
- Guests may rearrange existing furniture as needed
- Guests will return classroom tables and chairs to their original setup after use
- Approval is required to borrow furniture from other rooms
- Tape or signage may not be affixed to walls without approval

No Fee for Use

Learning Center Rooms are provided at no cost. Community support helps ensure continued availability of this service. Donations may be made at goodwillky.org/give or via the provided QR code.

We offer these rooms to community organizations and businesses at no cost because we are completely 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: