

**TERMS AND CONDITION FOR USE  
KAISER FAMILY FOUNDATION BARBARA JORDAN CONFERENCE  
CENTER & BROADCAST STUDIO**

Facilities at the Kaiser Family Foundation facilities including but not limited to the Barbara Jordan Conference Center may be available to organizations or groups holding events which are educational and informational in nature and are related to the mission of the Foundation.

**1) Facilities are not available for the following:**

- a) Events which are primarily social in nature.
- b) Events by organizations practicing discrimination based on race, color, religion, national origin, gender, sexual orientation, age, marital status, disability or veteran status.
- c) Organizations planning to charge admission fees, make collections, seek contributions, give door prizes, promote commercial products, or sell articles or services while in the building.
- d) Events which represent or promote a specific political platform, or attempt to influence specific regulations or legislation, or promote election campaigns
- e) Events which represent or promote a particular religious agenda or organization.
- f) Events that may damage the Foundation's facilities and equipment.
- g) Events on weekends or evenings: In most instances, the facilities are not available for use by non-KFF events later than 6:30pm on weekdays or during weekends or holidays.

**2) Equipment, Catering and Supplies:**

- a) Prior written permission is required to serve food, beverages or alcoholic beverages in the facility. Non-KFF events are responsible for all licensing, bonding requirements.
- b) Outside Audio Visual Services, Broadcasting Services, Florists, Valet Parking, Caterers, Rentals, Linens Services, Photographers and Vendors must be selected from the Foundations pre-approved list, or otherwise approved by the Kaiser Family Foundation. The outside user will contract directly with the vendor(s) for these services.

- c) Prior permission is required to bring in special equipment, temporary materials, decorations, floral and plant materials, or signage.
  - d) Nothing may be affixed to surfaces, furnishing or equipment owned by the Foundation without prior written approval by the Foundation, including the podium.
  - e) Use of Foundation-owned equipment, or moving existing furnishing and fixtures is not allowed without prior written approval by the Foundation.
  - f) All the deliveries and pick-ups are to be made through the rear service area. No deliveries are to be made through the G street entrance of the Facility. Deliveries to the 2<sup>nd</sup> floor conference center and pick up of materials and trash will be via the rear service area and the freight elevator. Loading dock is for temporary loading/unloading only, not parking.
  - g) Do not ship boxes/ courier items to facility at non-business hours. No deliveries accepted without prior consent.
- 3) **Safety and Protection:** The Foundation will determine, based on expected attendance and other event characteristics, the number of security guards or other personnel required to maintain security, safety and protection during the event, including set up and take down. The visiting organization is responsible for independently contracting for payment of all extra security, concierge, cleaning and engineering staff required for the event. (see attached contract form for these services.
- 4) **Seating Capacity:** The maximum seating/standing capacity of each space must be adhered to. Standees are not allowed in meeting area without prior written approval.
- 5) **Event Representative(s):** One or more designated representatives must be present during the entire event, including delivery of materials, catering and florist deliveries, set up, and take down. Large or exceptionally complex events will required the presence of two-representatives. **Press events will require a designated press contact.** Kaiser Family Foundation staff will not receive, store or ship materials related to independent events, and will not be responsible for materials that are shipped to the Kaiser facility.
- 6) **Charges:**
- a) Use of the facility is free of charge at this time. The Foundation accepts voluntary contributions to the Barbara Jordan Conference Center Fund to maintain the

facility and to subsidize expenses for user groups that would otherwise lack the means to produce an event. Voluntary contributions should be sent to:

Director of Public Affairs Center  
Kaiser Family Foundation  
1330 G Street, NW  
Washington, DC 20005

- b) Additional charges for direct comparison of KFF for costs associated with extended use of facilities, damage, abuse of facilities furnishings and equipment, or for additional services may be assessed. The outside user accepts full responsibility for such obligations and the prompt and proper settlement of same
  - c) Additional charges for contract support services, including but not limited to Security/concierge staff: A/V services, broadcasting services and facilities staff may be assessed by prior agreement with the outside user.
- 7) **Liability:** Each outside user shall indemnify and hold harmless the Kaiser Family Foundation, their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to or loss of property of others, arising out of the use of the Kaiser Family Foundations' facilities.
- 8) **Insurance:**
- a) Outside user should maintain adequate insurance coverage during the term of the agreement for the Kaiser Family Foundations' facilities.
  - b) **Caterer's Insurance Requirements:**
    - (1) Catering firms must name the Henry J. Kaiser Family Foundation as an additional insured on its required liability insurance coverage and must provide a Certificate of Insurance evidencing that additional insured status as well as the following policies and minimum limits are provided. The Certificate of Insurance should disclose the full limits of coverage maintained by the catering firm.
      - (a) Commercial General Liability: No less than \$ 500,000.00 per occurrence for events with 50 guest or less; no less than \$ 1,000,000.00 for events of 50 to 500 guests.
      - (b) Liquor Liability: Coverage must be a separate policy of a separate endorsement to the Commercial General Liability policy. This coverage must be specifically noted on the Certificate of Insurance.
      - (c) Automobile Liability Coverage: No less than \$ 250,000.00 per

occurrence for small business; no less than \$ 500,000.00 per occurrence for standard firms.

- (d) **Worker's Compensation:** Insurance must be maintained at the statutory limits.
  - (e) **Indemnification and Hold Harmless Provisions:** The catering firm Must agree to indemnify and hold harmless the Henry J. Kaiser Family Foundation from claims, liability, cost, and expenses arising from any negligent act or omission on the part of the catering firm, its employees or agents that are associated with the use of the Facility, including injury to guests, Foundation employees or agents, and catering firm employees or agents.
- 9) **Denials:** The Kaiser Family Foundation reserves the right to deny the use of its Facilities to any person or organization at any time and to deny the continued use of said facilities to any user who does not comply with Foundation policies and procedures.
- 10) **Cancellation by Visiting Organization:** A notice of cancellation is required for all special events. This notice must be received at least 5 business days before the event is scheduled to be held. If such notification is not received as required and the cancellation originates from or is caused by an outside user, that organization will be charged 25% of the administrative fees for the facilities involved. In addition, for all cancelled events, whether notification is late or timely, any direct costs incurred in preparation for the event will be charged.
- 11) **Cancellation by Kaiser Family Foundation due to Unforeseen Events, such as Emergencies or Severe Weather:** The Foundation typically follows the Federal Government concerning the closing of offices and facilities during inclement weather or emergencies. In the event the Foundation closes its offices, visiting organizations should assume that the Conference Center and Broadcast Studio are also closed. Information about closings can be received by dialing 202.347.5270 ext. 500. We reserve the right to close the building at any time.
- 12) **Trash:** The Kaiser Family Foundation provides basic cleaning services prior to and following events. All trash must be removed from the meeting area and disposed in trash receptacles and recycling containers located in the rear service area of the facility.
- 13) **Catering Kitchens:** Catering kitchens are to be left in the same condition they were found remove trash as described in item #11 above. Do not remove equipment, furnishings, materials or small wares belonging to Kaiser Family Foundation
- 14) **Hours of operations:** 8-5:30 M-F, prior authorization required for other hours.

- 15) Do not leave material in building after an event. Kaiser Family Foundation will not be responsible for items left.
- 16) Kaiser Family Foundation does not supply linens, signage material, tape, scissors, pens, or other equipment/materials etc.
- 17) Copying service is not available.
- 18) Water service is not available.