



## **Meeting Room Usage Policy and Application Form**

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### **Purpose**

The American Center@That Dam (ACT) provides meeting rooms for use by cultural entities, communities of interest, educational groups and civic organizations that have membership affiliation with U.S. Embassy Vientiane. Meeting room space is made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use. Encouraging inclusivity, all meetings held in the meeting room **must be free** and **open to the public**, including the staff of the U.S. Embassy. Restraints on inclusion will be applied only when room capacity is reached, or by special authority.

### **Priorities**

The American Center@That Dam prioritizes use of the room by persons or organizations intending to use it for purposes that support the American Space's five core programs: English language learning, EducationUSA advising for study in the United States, exchange program alumni activities, cultural programs, and providing information about the United States. ACT intends that the meeting room meet community information needs, provide individual enrichment, and support the educational, cultural, civic and recreational activities of our patron community.

Use of the meeting room is subject to the approval of American Center staff. ACT reserves the right to decline reservation of the room at its own discretion. Room reservations are accepted on a first-come, first-served basis, but may – in rare instances – be pre-empted, if required by exigent circumstances. Should this be the case, the individual who made the reservation will be provided due notice and apprised of alternative meeting spaces.

### **Fees**

There are NO costs or fees related to the reservation and/or use of the American Center@That Dam's meeting rooms. Persons reserving the meeting room are prohibited from using the space for profit. Under no circumstances will the meeting room space be used for commercial, fundraising, selling, or business recruitment purposes.

Users assume full responsibility for any damage to the meeting room and its equipment. Meeting rooms should be left in a neat and orderly condition. Should damage occur as a result of the meeting, charges may apply. These fees will be based on the service or entity making the repairs, and will be charged to the individual who completed the application for the room's reservation.

### **Food and Beverage**

Groups requesting to bring food and beverage into the meeting room need to get **prior** permission from ACT staff.

ACT does not provide catering or cleaning services and requires all persons using food and beverage in the meeting spaces to **clean up after themselves**. Groups will be required to pay for carpet or other cleaning services if there are large spills or other damage to ACT furnishings or equipment.



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### **Room Configuration**

Users are responsible for arranging the meeting room to meet their needs, returning the room to its original arrangement, and leaving the room in a neat, clean and orderly condition. ACT staff recommends users to allow for sufficient time to arrange the room to their liking and to return furniture to its original place.

#### **Maximum capacity:**

- Small Conference Room – 16 people
- Multipurpose Room
  - Classroom style - 60 people
  - Theatre style – 80 people

### **Normal Hours of Operation**

The American Center @ That Dam is open to the public:

Tuesday to Fridays: 12:00 p.m. to 7:00 p.m.

Saturdays: 08:00 a.m. to 5:00 p.m.

### **Security Screening**

All visitors to the ACT will undergo full security screening by the local guards.

Visitors may bring backpacks, shoulder bags, personal electronics into the ACT, such as smart phones and tablets. All these will be screened upon entry. Visitors can use the lockers at the ACT to store their personal belongings.

Visitors to the AC **may not/not bring** in the following items:

1. Video cameras/Laptops/recording equipment (larger commercial types). Exceptions to this rule must be approved and supported by an American Center staff.
2. Food or drink in metal or non-screenable containers.
3. Knives, fireworks, lighters, firearms, or any item that may be used as a weapon.

All personal items must be removed at the end of each business day. ACT staff is not liable for items lost or damaged.

### **Deadline**

Meeting room applications should be submitted a minimum of **one month in advance** of the event.

### **Cancellation**

Meeting room reservations should be cancelled at least 24 hours in advance.



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### Meeting Room Application

Application Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Event Information

Event Title: \_\_\_\_\_

Date: \_\_\_\_\_

Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Special equipment that will be brought in (i.e. video cameras, props, A/V):  
\_\_\_\_\_

Bringing in Food?       Yes       No      If yes, please specify type of food:  
\_\_\_\_\_

Signature: \_\_\_\_\_

I certify that I, the applicant, have reviewed the Meeting Room Usage Policy of the American Center @ That Dam, and that the persons and/or organization I hereby represent agree to abide by said policy. In addition, I hold harmless the American Center @ That Dam and its staff for any damage(s) to persons or property in attendance at said meeting, caused by or resulting from the persons' and/or organization's use of the meeting room and for any liability for loss relating to the cancellation with or without cause of an approved meeting.

For American Center @ That Dam Staff Use Only

Application Received: _____	Review by (initials): _____
Approved: (Y/N) _____	Notification Sent: _____
Notes/Follow-up: _____	