

Safety and Security Guidelines

For Group Meetings and Room Reservations

Organizations using Goodwill facilities must ensure that attendees limit their access to areas of the facility associated with their scheduled event. This may require the organization to station personnel in the lobby, entrances, hallway, and/or meeting space entrance to ensure attendees do not enter unauthorized sections of the building or exit through emergency doors.

If an emergency occurs during the scheduled event, please follow the Goodwill emergency guidance plan that was included in the reservation info. If a fire alarm sounds, please exit the building through the nearest exit. If a medical emergency occurs, please dial 911 immediately. If assistance is needed for a non-emergency situation, please contact the front desk or the LP/Security office located in the lobby of the building.

The following are not allowed on the windows or walls: tape, nails, thumbtacks, putty, or any other item that will affect the appearance of the wall. Flip charts are permissible.

Smoking is not permitted inside the facility or on the property.

No activities are allowed that pose a fire hazard or generate smoke – glitter, confetti, fireworks, or sparklers.

The organization is responsible for any damages caused to the facility or grounds.

Noise and activity levels must be controlled and should not interfere with other meetings, classes, or guests.

Evening events must observe our regularly scheduled building close times unless they have received written permission from Goodwill staff to extend the meeting times. All participants and meeting leaders must exit the building at the scheduled building close time.

Goodwill is not responsible for lost, stolen, or damaged personal property belonging to the organization or its members, guests, or attendees.