



**PURPOSE & LOCATION**

The Community Room at Physicians' Clinic of Iowa Medical Pavilion is a multi-purpose space dedicated to supporting the Eastern Iowa community through a wide range of health screenings, classes, and events. PCI Medical Pavilion is located in 202 10th Street SE in Cedar Rapids; 2 blocks south of Interstate 380 in the MedQuarter Regional Medical District. Parking for the Community Room is available in the 2nd Avenue parking structure. The Community Room is located on Level 3 and can be accessed using the elevator nearest to the parking structure skywalk.

**MEETING SPACE**

In addition to health-related classes and events sponsored by the PCI Medical Pavilion, the Community Room is also available to local groups and organizations interested in hosting events and off-site meetings. At 3,000 total square feet, the room offers a professional and convenient space with the following amenities:

- Two mounted video projectors with two 130" screens
- Wireless microphones
- Audio speaker system
- Podium
- Serving counter
- Kitchenette with refrigerator, microwave, and dishwasher
- Classroom style seating that accommodates 96 with 48 rectangular tables

If you plan to use A/V equipment, please contact our IT department at (319) 247-3030 a minimum of three days in advance of your event to coordinate.

**AVAILABILITY**

Reservations are required and must be made at least one week before the meeting date, with the exception of regular ongoing meetings. When making a reservation, **please allow extra time for set-up and wrap-up.** Doors to both the Community Room and the building must remain locked evenings and weekends and may not be propped. At least 24 hours notice is required for cancellations. All rentals are subject to approval by PCI Medical Pavilion, with preference given to not-for-profit groups, health or medical related groups, and groups located within the MedQuarter Regional Medical District.

|                                   |                        |
|-----------------------------------|------------------------|
| Monday - Friday                   | Available 7 am to 8 pm |
| Saturday, Sunday & Major Holidays | Not Available          |

**SET-UP / CLEANING FEE**

We are happy to share our facility and your donation of \$100.00 will help contribute to our goal of providing a convenient and affordable community meeting place in Eastern Iowa. Fees are non-revenue generating and are strictly used to cover set-up and cleaning costs. Rates are subject to change without notice. Should you need assistance related to room access on the day of your event, please contact our Facilities Manager at (319) 247-3015.

**FOOD & BEVERAGE**

Food and beverage service is available for all conference rooms. Hy-Vee Catering is the required vendor. Please contact: Mandy Schumacher at (319) 721-9525 or 1064marketing@hy-vee.com.

**GENERAL GUIDELINES**

1. Rental of the Community Room will be on a first come, first served basis. PCI Medical Pavilion meetings/events take priority.
2. Meetings may not be scheduled more than one year in advance.
3. The Community Room is for business related purposes only. No personal events are to be scheduled for this space.
4. The Community Room is set up with tables and chairs depending on the layout requested. Should Users require a different set-up, the renting party will be responsible for the rental of additional chairs or tables as required. The User will be responsible for the removal of the rented equipment and the return of the room to its normal condition.
5. Users are responsible for any damage to the facilities and/or contents and fixtures. All damage must be reported to the PCI staff immediately. Room Users will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.
6. The Community Room must be left in proper order, with all paper, trash, cups, etc. disposed of in trash receptacles. All chairs and tables should be placed back in their original position.
7. PCI Medical Pavilion is a tobacco free campus. Smoking is not permitted in the building or on the grounds.
8. The conference room shall not be used for any fraudulent purpose.
9. It is understood, that PCI Medical Pavilion is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during use of their facility. User agrees to release indemnity and hold PCI Medical Pavilion harmless of any such damages.
10. Conditions of Use. User's activities during the User Period must be compatible with use of the building and activities in areas adjacent to the Community Room and building. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances. The Community Room must be cleaned and returned to the condition it was in prior to the rental.
11. Signs and Decorations. Signs may not be posted outside of the Community Room except for one sign placed near each information desk on Level

1 and 2 directing User's guests to Level 3. Use of glitter, sparkles, rice, birdseed, or similar material is not allowed. The use of fire or open flame of any kind, fireworks of any kind, or any toxic or noxious material is strictly prohibited. Signs or decorations should NOT be affixed to any wall using tape. NO PENETRATION OF ANY SURFACE. All items used for decorations must be completely removed after the event. Any other decoration, signage, or construction must be pre-approved by PCI Medical Pavilion.

12. Damages. User is responsible for any loss or damage to the Community Room, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property.

**RESERVATION OF RIGHTS**

Physicians' Clinic of Iowa Medical Pavilion reserves the right to cancel agreements for non-payment or for non-compliance with any of the guidelines, terms and conditions set forth in this Agreement. Physicians' Clinic of Iowa Medical Pavilion reserves the right to require proof of insurance from User as a condition to entering this Agreement.

**LIMITATION OF LIABILITY**

Physicians' Clinic of Iowa Medical Pavilion LIABILITY TO USER FOR DAMAGES ARISING FROM RENTAL OR USE OF THE ACTIVITY AND COMMUNITY ROOM SPACE FOR ANY REASON AND UNDER ANY THOERY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY USER TO PHYSICIANS' CLINIC OF IOWA MEDICAL PAVILION IN USER FEES. Physicians' Clinic of Iowa Medical Pavilion will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond the control of Physicians' Clinic of Iowa Medical Pavilion.

**USER'S PROPERTY**

Physicians' Clinic of Iowa Medical Pavilion is not responsible for items belonging to User or User's guests that are lost, stolen, or damaged during the Rental period. User, and User's guests as User's permitted invitees, RELEASE Physicians' Clinic of Iowa Medical Pavilion FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES to such property.

**LIABILITY FOR GUESTS**

User is, and hereby acknowledges that it is, liable for the actions and behavior of User's guests during the Usage Period, and at any other time such guest is on or around the Community Room as a result of User's use of the Community Room. Physicians' Clinic of Iowa Medical Pavilion will not be liable for the safety of User's guests. USER AGREES TO INDEMNIFY AND HOLD HARMLESS Physicians' Clinic of Iowa Medical Pavilion FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OF USER AND USER'S GUESTS DURING THE USAGE PERIOD.

**USER INFORMATION**

Organization Name: \_\_\_\_\_ Organization Address: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date Space is Needed: \_\_\_\_\_ Time Space is Needed: \_\_\_\_\_ Number in Group: \_\_\_\_\_

I acknowledge that I have read and agree to the above terms and conference room guidelines. My organization may be billed for damages or refused future conference room rental if these terms are violated.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please fax completed form to (319) 399-2036 or mail to PCI Medical Pavilion, Attn: Community Room, 202 10th Street SE, Cedar Rapids, IA 52403. For further information, contact Anna Aldershof at (319) 247-3049 or [aaldershof@pcofiowa.com](mailto:aaldershof@pcofiowa.com).

