



The John Talor Conference Center General Guidelines

Imagine! meeting rooms are open to businesses as well as individuals and organizations engaged in educational, cultural, intellectual, or charitable activities.

Permission to use the meeting rooms does not imply endorsement by Imagine! of the viewpoints expressed by the persons or organizations using the rooms. No advertisement or announcement implying such endorsement shall be used to promote an event in the meeting rooms.

All promotional material, and information about the event, shall include a contact name and phone number.

Events sponsored by Imagine! may have priority over other requests and may use the meeting rooms on a regular basis throughout the year. Other organizations may not reserve the meeting rooms for more than three meetings in any six-month period when such reservations conflict with public demand for meeting space. A limited program series may be allowed by special arrangement. Imagine! reserves the right to refuse the use of the meeting room(s) or to discontinue the use of the room(s) by any group. All meetings must be kept open to Imagine! staff. Imagine! reserves the right to take photographs of events for its own records and for future promotional materials.

Imagine! is not responsible for items or equipment left in the building before, during, or after an event.

Damages resulting from the use of a meeting room will be charged to the group.

Imagine! shall establish registration procedures as needed to govern the use of the available rooms.