

Center of Excellence

Policy for Use and Room Reservation Procedures

Policy for Use

The Center of Excellence (COE) at Trivium Life Services is designed to provide meeting and collaboration space. The following policies and conditions have been established to assure fair use of temporary meeting and collaborative spaces, and to create a consistent set of expectations.

Eligible Organizations

Strategic partners may by invitation use Trivium's Center of Excellence (COE) meeting space. The COE Director may request verification prior to booking. Each entity is eligible to use the space four times per year.

Room

Trivium's COE space is 1100 square feet and has seating capacity of 40-45 theater style or 30-35 classroom style, depending on setup. Sixteen 5ft tables are available with a seating capacity of 2 each. The space includes 2 ottomans with table surfaces, a lectern, and a banquet bar for catering. Maximum capacity is 49 persons.

Hours of Use

The Center of Excellence is available for meetings Monday through Friday between the hours of 9:00am and 4:00pm. Please allow adequate time in your reservation request for set up and clean up. We require that the room is returned to its original state when finished.

Reservation

Reservations may be requested up to six months in advance. Trivium will confirm reservations 30 days prior to the event date. Reservations will be accepted on a first-come, first serve basis for external requests. Trivium reserves the right to withdraw its offer of space usage should an internal need supersede it.

Reservation Cancellation

Cancellation is required no less than five working days prior to the event date. Failure to notify Trivium's Director of The Trivium Experience at 712.256.7888 ext. 337 or karen.wagoner@triviumlifeservices.org may prevent your organization from future use.

Food and Beverages

Food and beverages are allowed. No alcohol is permitted. Trivium does not provide this service, please use the caterer of your choice.

Audio-Visual

Trivium does not provide dedicated technical service for the COE space. External equipment and technology are not supported by the COE Director. The guest is responsible for scheduling an audio/video (AV) technology orientation session a few days in advance of their reservation if they plan on using the COE built-in room technology, including video conferencing. Please see attached technology diagram of the space.

Costs

In the event of damage to the rooms or equipment, it is Trivium's expectation that the guest be responsible for reimbursing, replacement, and repair and/or cleaning. We do not allow groups to charge attendees of their event

Ethical Standards

Trivium supports an inclusive workplace and presumes all organization hosting events at the COE will uphold high ethical standards and embrace diversity, equity, and inclusion.

Smoke-Free Building

Trivium is a smoke-free environment. Event attendees desiring to smoke should be directed outside to the Avenue A entrance.

Reservation Procedure

Contact **Karen Wagoner, Director of the Trivium Experience** at **karen.wagoner@triviumlifeservices.org** or **712.256.7888 ext. 337** to discuss your event and to check space availability.

Prohibited Actions | Liability for Damages

- No writing on walls, windows, floors, or other surfaces, except whiteboards
- Nothing, including adhesive flipchart paper may be tacked, pinned, nailed, stapled, taped, or otherwise attached to any surface
- No external electrical equipment
- No improper use of furniture, resources, or equipment
- No open flame
- No environmentally harmful or potentially dangerous materials
- No animals apart from bona fide service animals

