



The Factory Classroom Use Policy

Eligibility and Access

Classroom use is open to:

- Building tenants
- WBRF Grantee organizations
- Approved external organizations delivering mission-aligned services

Reservation Procedure

Reservations are made through Daisa Johnson, factoryrooms@lifebridgehealth.org

Building tenants are allowed to make their own reservations through SkeeDa.

All users must complete a Classroom Reservation Form, including time, purpose, expected attendance, and any payment due.

User Responsibilities

All individuals and organizations using the classroom space are fully responsible for:

1. Setup and Breakdown
 - Users must arrange tables, chairs, and equipment according to their needs and restore the room to its original configuration at the end of the session.
 - All personal items and materials must be removed promptly after use.
2. Cleanup
 - Users must clean all surfaces and ensure floors are free of debris.
 - Trash must be disposed of in designated bins.
 - If food or beverages are served, all food waste and containers must be removed.
3. Damage or Misuse
 - Any damage to property or equipment must be reported immediately.
 - Users may be charged for damage or excessive cleaning

Hours of Availability

- Classrooms are available Monday through Friday, 9:00 a.m. to 7:00 p.m.
- Weekend and after-hours use can be negotiated.

Priority Use

The following order of priority will be observed for all bookings:

1. The Factory sponsored programming
2. Tenant-hosted programs
3. Partner organizations
4. Public or external events

Fees

- There is no fee for use by tenants
- External users will be charged a room rental fee and may need to provide a Certificate of Insurance.
- A refundable security deposit may be required based on event type.

Cancellations

- Cancellations must be made at least 48 hours in advance.
- Repeated cancellations or no-shows may affect future reservation privileges.

Enforcement

Failure to adhere to this policy—including failure to clean, set up, or restore the room—may result in loss of access privileges, forfeiture of deposit, and/or financial penalties.

Contact

To reserve space or ask questions please email Daisa Johnson factoryrooms@lifebridgehealth.org