



**Community Foundation of Greater Fort Wayne  
Steininger Center Conference Room Policy**

**Board Originally Adopted: 12-14-08**

**Board Last Revised: n/a**

**Committee Last Revised Recommendations: n/a**

**Staff Last Revised (nonsubstantive): 5-7-10**

The Steinger Center for the Community Foundation of Greater Fort Wayne was built in part to be a community resource for groups to come together and meet. We are pleased that you would like to use our facility. However, in order to maintain the beautiful nature of this facility and make it available to as many groups as possible, the Community Foundation Board of Directors has established the following guidelines:

1. **General Information.** Permission to use the Steinger Center is not an endorsement of the user by the Community Foundation of Greater Fort Wayne.

Publicity for a meeting that is not sponsored or co-sponsored by the Community Foundation must not be worded in a manner which states or implies Community Foundation sponsorship. Organizations may use the street address of the Community Foundation as the meeting location in publicity materials. A line stating "...at the Community Foundation of Greater Fort Wayne" is allowed on printed materials. However, the name, address, or telephone number of the Community Foundation must not be used as the official address, headquarters of the organization, and/or contact for the event.

The Community Foundation logo must not be used in publicity materials.

2. **Priority for Use of Meeting Rooms.** Community Foundation committee and board meetings will have the highest priority for the use of meeting rooms in the facility. Other organizations may use meeting rooms when they are available and the activities of the organizations do not conflict with other activities planned by the Community Foundation.

Rooms will be available only to local nonprofit organizations, not individuals, for business related meetings (i.e. private parties, religious services, sales solicitations, etc.) are not permitted. In addition, the grounds of the Community Foundation cannot be used for events where the primary purpose is fundraising (i.e. car washes, rummage sales, galas, silent auctions, gambling events, etc.)

The final decision on who may use the facilities is vested with the Community Foundation Executive Director. The Community Foundation reserves the right to deny meeting rooms to any organization based on the priorities of the Community Foundation and reserves the right to amend this policy as it sees fit.

3. **Availability of Meeting Rooms.** The meeting rooms are available to local nonprofit organizations without charge Monday through Friday between 7:30 a.m. and 4 p.m. All meeting participants must vacate the Community Foundation premises by 4:30 p.m. Meetings must not incur costs and/or liability to the Community Foundation (i.e. long distance phone charges, etc.).

**NOTE:** If a meeting begins at 7:30 a.m. you may set-up the room no earlier than 7 a.m. the day of the meeting or the afternoon prior to the meeting, permitting the room is available.

Meeting rooms are not available on the following dates:

2010	
January 1	September 6
January 18	October 11
February 11	October 14
February 15	November 10
April 2	November 11
April 15	November 25
May 13	November 26
May 31	December 23
July 5	December 24
August 12	December 31

In order to provide flexibility for our programs, our general policy is to allow an organization to use the meeting rooms no more than once per month.

Reservations for the meeting rooms will be made with the following guidelines:

- Meeting rooms will be available on a first come, first served basis.
- Reservations should be made no later than one month prior to the meeting date.
- Reservations will only be made for the current calendar year.
- Reservations must be made with the Community Foundation Office Manager or his/her designee.

For events of more than 50 people, the organization must provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 naming the Community Foundation of Greater Fort Wayne Inc. as an “Additional Insured”.

In the event of inclement weather, the Community Foundation reserves the right to cancel a scheduled meeting. If Fort Wayne Community Schools are closed due to weather, the meeting will be automatically cancelled. If Fort Wayne Community Schools are delayed due to weather, any meetings scheduled prior to 10 a.m. will be automatically cancelled. It is the responsibility of the organization to contact the meeting participants regarding a weather related cancellation. The Community Foundation will work with you to reschedule your meeting for the earliest possible date.

Room cancellation is required no less than five working days prior to the meeting date. Failure to notify the office manager or his/her designee may prevent the organization from future use. The Community Foundation reserves the right to withdraw its offer of meeting room usage should an internal need supersede it.

All meeting rooms are located in the lower level of the Steininger Center and are ADA accessible via an elevator. Two ADA van-accessible parking spaces are available.

#### 4. **Specific Guidelines on the Use of the Meeting Rooms.**

- The Community Foundation will not provide copying, faxing, or secretarial services.
- No alcoholic beverages may be served in the facility.
- The building and grounds of the Community Foundation are designated as nonsmoking environments.
- Tables and chairs in the meeting rooms may be moved, but need to be returned to original positions.
- After all events, meeting rooms and furniture must be left in found condition. The following items must be clean and free of any items that were brought in for the meeting:
  - Tables
  - Chairs
  - Counter tops
  - Microwave (inside and out)
  - Sink
  - Refrigerator
  - Floor
- The following items are not permitted in Community Foundation meeting rooms or on Community Foundation property:
  - Permanent tape on the walls or doors (“wall saver” tape is allowed).
  - Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers, and live animals. Service animals are permitted.
- Decorations can only be added with the permission of the office manager.
- Organizations will be billed for any damages caused to the facility, grounds, or equipment.
- Deliveries for events must be made only on the day of the event and a member of the organization hosting the meeting must be present to accept the delivery—Community Foundation staff will NOT accept any deliveries for the meeting. Organizations are held responsible for any vendors they employ for an event.
- Noise and activity levels should be controlled and not interfere with Community Foundation business operations.
- Meeting attendees should remain in the meeting space. For security reasons, attendees should not walk through Community Foundation office space.
- Emergency evacuation procedures are posted near the elevator.
- Children must always be under the care and supervision of adults.
- Outside doors on the north end of the lower level are for emergency exit only and cannot be used for deliveries or other access.
- The Community Foundation recycles, so please dispose of plastic in the blue receptacles and aluminum cans in the Habitat for Humanity boxes.

Following the use of the meeting room, the organization must return the room to its original state and complete the “Final Inspection Check List”, which will be reviewed by the office manager or his/her designee prior the organization representative leaving the Community Foundation premises. Failure to do so may prevent the organization from future use.

## 5. Available Items for Use in Individual Meeting Rooms

### Paul Clarke Room

Capacity: 20

- Refrigerator
- 20 chairs
- 10 tables (6' x 24")
- 42" LCD Display Screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel

### John S. and James L. Knight Foundation Room

Capacity: 12

- Refrigerator
- Microwave
- 12 chairs
- 6 tables (6' x 24")
- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel

### Chapman Room

Capacity: 80

- 36 chairs
- 12 tables (6' x 30")
- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel



**Number of Attendees Expected:** \_\_\_\_\_

If you expect more than 50 attendees, please attach insurance certificate. See page 1 of Steininger Center Conference Room Policy. Date insurance certificate received by Community Foundation: \_\_\_\_\_

Do you need more than 35 parking spaces?  Yes  No

**AUDIO – VISUAL NEEDS (must reserve when scheduling room)**

Paul Clarke Room

- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel (organization must supply dry erase markers)

John S. and James L. Knight Foundation Room

- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel (organization must supply dry erase markers)

Chapman Room

- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- Conference call audio system
- Video conferencing system (costs incurred are responsibility of organization)
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board on an easel (organization must supply dry erase markers)

## CATERING INFORMATION

Will the meeting be catered?  Yes  No

If yes, name of caterer: \_\_\_\_\_

Caterer's arrival time: \_\_\_\_\_ Caterer's return time: \_\_\_\_\_

Food/Catering Needs: \_\_\_\_\_ (Must be prior to 4:30 p.m.)

- Refrigerator (not available in the Chapman room)
- Microwave (not available in the Chapman and Paul Clarke rooms)

Suggested caterers:

Blu Spoon/Catablu

Loaf - N - Ladle

Panera Bread

Waiter on the Way

The Community Foundation is unable to provide coffee service. Below are suggested "to go" coffee providers:

Dunkin' Donuts

Panera Bread

Starbucks

**AUTHORIZATION**

**I have read and understand the terms of the Steininger Center Conference Room Policy. Any violation of the policy may result in denial and/or cancellation of future use of the meeting rooms.**

\_\_\_\_\_  
Signature of Meeting Primary Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Meeting Primary Contact

\_\_\_\_\_  
Signature of Community Foundation Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Community Foundation Administrative Representative

\_\_\_\_\_  
Date

**For internal use only:**

Approved by executive director:     Yes     No

Approved by office manager:         Yes     No

Additional information requested:    Yes     No    Date: \_\_\_\_\_

Room reserved: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

