



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

**(available from Community Foundation Web site)
www.cfgfw.org**

Board Originally Adopted: 12-14-08
Board Last Revised: n/a
Committee Last Revised Recommendations: n/a
Staff Last Revised (non-substantive): September 2011

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 Community Rooms.** Community Foundation committee and board meetings will have the highest priority for the use of community rooms in the facility. Other organizations may use community 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. 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 or Associate Director. The Community Foundation reserves the right to deny community 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 Community Rooms.** The community 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 **4:15 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 availability.

Community rooms are not available on the following dates:

2012		
January 2	May 28	November 8
February 9	July 4	November 22
April 6	August 9	November 23
April 12	September 3	December 24
May 10	October 11	December 25

In order to provide flexibility for our programs, our general policy is to allow an organization to use the community rooms no more than twelve times per year.

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

- Community 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.

In the event of inclement weather, the Community Foundation reserves the right to cancel a scheduled meeting. The Community Foundation follows Fort Wayne Community Schools inclement weather guidelines. If Fort Wayne Community Schools are closed due to weather, the meeting will be automatically cancelled and if there are delays, any meetings scheduled prior to 10 a.m. will be cancelled. It is the responsibility of the organization to contact the meeting participants regarding a weather related cancellation. The Community Foundation designee 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 community room usage should an internal need supersede it.

All community 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 also available.

If the Community Foundation's community rooms are not available on the date and/or time you are requesting, the following organizations offer meeting space in the downtown area:

Matthew 25 Health and Dental Clinic
413 E. Jefferson Blvd.
Fort Wayne, IN 46802
Contact: Jennie Rumschlag
260-426-3250 ext. 213

Allen County Public Library
900 Library Plaza
Fort Wayne, IN 46802
Contact: Josette Jordan
260-421-1274

Please contact the organizations directly for availability.

4. **Parking.** The Community Foundation allocates 18 parking spaces for organizations using the Community Rooms. In addition, 2 ADA accessible spaces are available. The Community Foundation reserves the remainder of the parking spaces on premises for Community Foundation guests and staff. If your organization will need more than 18 spaces, it is your responsibility to contact the neighboring organization listed below to see if they can accommodate your parking needs and notify your meeting participants of parking arrangements. Free public parking is available on Monroe and Berry Street adjacent to the Community Foundation.

Fort Wayne Cinema Center
Catherine Lee
437 E. Berry St.
Fort Wayne, IN 46802
260-422-8712

5. **Specific Guidelines on the Use of the Community 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 community rooms may be moved, but need to be returned to original positions.
- After all events, community 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 community rooms or on Community Foundation property:
 - Scotch 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 Community Foundation designate.
- 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. **Security alarms will sound if opened.**
- The Community Foundation recycles, so please recycle plastic in the blue receptacles and aluminum cans in the Habitat for Humanity boxes.

Following the use of the community 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.

6. Available Items for Use in Individual Community Rooms

Paul Clarke Room

Capacity: 20

- Refrigerator
- 20 chairs
- 7 tables (6' x 2')
- Podium
- 42" LCD Display Screen
- Wireless network connection (organization must supply laptop)
- Telephone (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

Capacity: 12

- Refrigerator
- Microwave
- 12 chairs
- 7 tables (5' x 2')
- Podium
- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (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

Capacity: 50

- 30 chairs
- 10 tables (6' x 2')
- Podium
- 42" LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (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)

Number of Attendees Expected: _____

Please confirm you are aware the Community Foundation can only offer your organization up to 18 parking spaces on premises and you will notify your meeting participants of the space limitations. Yes No

AUDIO – VISUAL NEEDS (must reserve when scheduling room)

Paul Clarke Room

- Podium
- 42” LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (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

- Podium
- 42” LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (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

- Podium
- 42” LCD display screen
- Wireless network connection (organization must supply laptop)
- Telephone (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: _____

Please make sure a contact person from your organization is present to accept food/caterer delivery. The Community Foundation will not accept delivery of any items.

Caterer's arrival time: _____ Caterer's return time: _____

Food/Catering Needs: _____ (Must be prior to 4 p.m.)

Refrigerator (not available in the Chapman room)

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

Suggested caterers:

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 Community Room Policy. Any violation of the policy may result in denial and/or cancellation of future use of the community rooms.

Signature of Meeting Primary Contact _____
Date

Printed Name of Meeting Primary Contact

Signature of Community Foundation Staff Representative _____
Date

Signature of Community Foundation Executive or Associate Director _____
Date

For internal use only:				
Approved by executive director:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Approved by office manager:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Additional information requested:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Date:	_____			
Room reserved:	_____			
Notes:	_____			

FINAL INSPECTION CHECK LIST

The following "Final Inspection Check List" must be completed by the organization representative and reviewed by the office manager or his/her designee prior the organization representative leaving the Community Foundation premises. Failure to comply may jeopardize future use.

- Tables in original position
- Chairs in original position
- All food and catering supplies removed
- Refrigerator empty and clean
- Microwave clean
- Table tops clean
- Counter tops clean
- All trash in brown trash receptacles, plastics in blue recycle receptacles, and aluminum cans in Habitat for Humanity boxes
- All audio and visual equipment used by the organization that is the property of the Community Foundation is in the same working condition that it was prior to use
- All items brought in for the meeting by the organization have been removed from the Steininger Center
- All meeting attendees gone (the organization representative may not leave until all meeting attendees have left the Steininger Center)

Please list any damage and/or issues that resulted during the meeting with any property of the Community Foundation:

The above items have been completed.

Signature of Organization Representative

Date

Printed Name of Organization Representative

Organization

Signature of Community Foundation Staff Representative

Date