

Reserving Conference Rooms

Grand Rapids Community Foundation is pleased to open our doors to the community by allowing local nonprofit organizations to use our conference rooms. In order to maintain the beautiful nature of our facility and make it available to as many groups as possible, The Community Foundation has established the following policies and procedures.

Please note that we reserve the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements. If your organization needs to cancel an event, please let us know at least 5 days prior to reserved date so we may offer the facilities to another organization.

Policies for Use of Rooms:

- 1. Eligible groups:** Grand Rapids Community Foundation's conference rooms are available for use by local nonprofit organizations. Community Foundation events shall receive priority in meeting room usage.
- 2. Nature of the event:** Conference rooms are designed to host gatherings that will require tables and chairs. Events that require an open space without furniture will not be possible. Commercial use, fundraising events or private parties (i.e. wedding receptions, etc.) will not be permitted.
- 3. Availability and frequency:** In order to provide flexibility for room usage, reservations must be submitted at least 30 days prior to event date. Rooms are available from 8:30 a.m. until 5:00 p.m., Monday through Friday. Organizations are eligible to use the meeting rooms up to 6 times a calendar year.
- 4. Cost:** There is no fee to use a conference room unless room setup is required, see policy for details. If a Foundation employee is required to stay after normal working hours for an event there may be an additional cost.

To reserve a conference room click on the icon below to download the Conference Room Reservation Kit or call 616.454.1751 for assistance. Pages 8 through 10 of the kit must be filled out and returned to Grand Rapids Community Foundation, Attn: Room Reservation, by fax 616.454.6455 or mailing to 185 Oakes Street, Grand Rapids, MI 49503.

Conference Room Reservation Kit

Rooms: (click on icons for video tour)

Multi-Purpose Room: This is our main conference room and has the most flexibility for setup. The room can be split into 2 smaller rooms with a dividing wall. As one room, it can hold 50-60 people and when split into 2 smaller rooms can hold 20-25 people each. The rectangle and circular tables can be arranged in a variety of ways. There is counter space at the back of each room. The audio/visual equipment consists of ceiling mounted projectors, DVD, wireless network, whiteboard and laptop plug in for presentations.

Board Room: This room features one conference table (22' X 10') that can seat 24 people. The setup of this room cannot be changed. The room features a ceiling mounted projector, wireless network, whiteboard and laptop plug in for presentations.

Library: This room features one table and can seat 8 people. This room does not have capabilities for audio/video presentations but does have wireless access.



Grand Rapids

community foundationSM

Conference Room Reservation Kit

Opening Our Doors to the Community

185 Oakes Street SW
Grand Rapids, MI 49503
616.454.1751 Phone
616.454.6455 Fax
www.grfoundation.org

Policies and Procedures for Conference Rooms

Grand Rapids Community Foundation (GRCF) is pleased to open its doors to the community by allowing local nonprofit organizations to use our conference rooms. In order to maintain the beautiful nature of our facility and make it available to as many groups as possible, GRCF has established the following policies and procedures.

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If you have any questions, please call 616.454.1751. The agreement must be signed and dated by the contact person who will be attending the meeting. The contact person will be responsible for the organization and its attendees adhering to the following policies and procedures.

Reserving a Conference Room

- 1. Eligibility and Priority for Use of Conference Rooms:** Conference rooms are available for use by local nonprofit organizations. Commercial use, fundraising events or private parties (i.e. wedding receptions, etc.) are not permitted. Organizations may request to use conference rooms when rooms are available and meetings do not conflict with activities scheduled by GRCF. GRCF meetings and activities will have priority for room usage with GRCF reserving the right to withdraw approval of room usage should an internal need arise. If a conflict should arise GRCF will work with the organization to either relocate the meeting to another room or reschedule to another day. GRCF reserves the right to deny room usage to any organization based on GRCF priorities or policies.

GRCF requires that for meetings of 40 or more people that organizations provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and naming Grand Rapids Community Foundation as "Additional Insured" and "Loss Payee". Organization agrees to indemnify and hold harmless GRCF against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of GRCF facilities.

- 2. Availability of Conference Rooms:** Conference rooms will be available and reserved on a first come, first served basis, except in the instance that a GRCF event conflicts with reserved date. Rooms are available for use Monday through Friday, 8:30 a.m. until 5:00 p.m. In order to provide flexibility for the usage of rooms, GRCF's general policy is to take conference room requests up to 90 days in advance. Requests must be submitted at least 30 days prior to requested date. No long-term or month to month agreements for usage of rooms will be made and an organization is eligible to use GRCF conference rooms up to 6 times per calendar year (January 1 – December 31).
- 3. Reserving a Conference Room:** To request to use a conference room please complete pages 8 - 10 of this kit and either mail or fax (616.454.6455) to Grand Rapids Community Foundation, Attn: Room Reservation. If you are unable to print the form or need assistance completing it, please call 616.454.1751. Upon receipt of the completed agreement and insurance certificate, GRCF will check availability of requested room and if available reserve it. GRCF will contact the organization within 48 hours to notify of approval or denial.

Organizations are encouraged to perform a site visit with GRCF staff at least 15 business days prior to requested date. The purpose of the site visit is to ensure the room requested will meet the organizations needs and give organization's representative an overview of building.

Since some meetings will require catering and other setup, GRCF recommends that the organization's representative arrive at least 30 minutes prior to start time. Please refer to page 6 for our Arrival Procedure. Also, anticipate approximately 30 minutes for cleanup of room. Conference rooms are to be left in the same arrangement and condition as found prior to meeting. Please refer to pages 6 and 11 for our Check-Out Procedures.

Meeting rooms are available to local nonprofit organizations without charge, with the exception of setup costs. Setup costs involve table and chair arrangement and audio/video setup; refer to Audio-Video section for usage terms and costs. Organization's meetings must not incur expense or liability to GRCF (i.e. long distance phone charges, parking, etc.). If expenses are incurred, organization will be liable to reimburse GRCF.

GRCF is unable to provide or pay for parking for organization's attendees. There are parking lots and metered parking close to the building; cost is the responsibility of attendee or organization. Oakes Street and Cherry Street (1 block south of GRCF) provide limited street parking without charge.

Notification of meeting cancellation is required no less than five working days prior to requested date. Failure to notify Controller or his/her designee may prevent organization from future use.

4. Mailings, Media Releases or Media Present at Event: Any media (newspaper, television, mailings, etc.) releases must be reviewed and approved by GRCF's Public Relations and Marketing Department prior to release. GRCF reserves the right to modify or deny media releases based on GRCF policies. In addition, organization must have the prior approval of GRCF to allow any media presence at the organization's event. If prior approval is not acquired media may not be allowed to attend organization's event.

5. Guidelines for Conference Rooms and Premises:

- a. Organization will be assigned a staff person who will meet/greet representative. The staff person will be your contact during your time in our offices and assist with any questions.
- b. The organization's representative must remain onsite during designated meeting times.
- c. No alcoholic beverages may be possessed, served or consumed on GRCF premises.
- d. No smoking is permitted in the building and property.
- e. Tables and chairs in the meeting rooms may be moved, but need to be returned to original positions.
- f. After all events, conference rooms and kitchen area must be left in found condition. If used, the following resources must be clean and free of items brought in for the meeting:
 - Tables
 - Counter tops
 - Microwave (inside and out)
 - Refrigerator (inside and out)
 - Trash containers should be emptied if excessively full or contain food waste (Ask a GRCF staff member to assist)
 - Chairs
 - Sinks
 - Floor
- g. The following items, or similar items, are not permitted on GRCF premises. If you have a questionable item please ask your representative.
 - Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, live animals or weapons of any kind. Service animals are permitted.
- h. Decorations can only be added with prior GRCF written permission. Following are not allowed on walls.
 - Tape, nails, thumb tacks, putty or any other item that may affect the appearance of wall when removed.
- i. Organization is responsible for any damages caused to the facility or grounds.
- j. Deliveries for meetings may only be made on the date of the meeting and a member of the organization must be present to accept delivery, GRCF staff will NOT accept deliveries for meetings. Organization is responsible for any vendors they employ for an event.
- k. Noise and activity levels must be controlled and not interfere with GRCF business operations.
- l. For security reasons, organization should provide a list of attendees to GRCF and have meeting attendees sign in at receptionist desk. Meeting attendees should remain in the designated meeting space unless using restrooms, kitchen area or accompanied by a GRCF staff member.
- m. GRCF will not provide copying, faxing, or secretarial services.
- n. Children must always be under the care and supervision of adults.

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 GRCF staff prior to the organizations' representative leaving GRCF premises.

ROOMS & ACCESSORIES

- 1. Conference Rooms and Accessories Available:** GRCF offers a catering kitchen with warming ovens, microwaves, coffee maker (organization must supply own coffee and filters), ice maker and refrigerator. Conference rooms are designed to host gatherings that will require tables and chairs. Events that require an open space without furniture will not be possible. Please select a room that will accommodate your meeting size and needs. All conference rooms are Americans with Disabilities Act (ADA) accessible via an elevator.

Board Room

Capacity: 24

- 24 chairs
- 1 table (22 ft long x 10 ft wide)
- LCD projector and screen (video only, audio not available)
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- White Board

Multi Purpose Room A or B

Capacity: 20-25

- 25 Chairs
- Room B: Round tables (60 inches or 48 inches) seat 4 per table.
- Room A: Rectangle tables (72 inch wide x 30 inch deep) seat 2 per table.
- LCD projector and screen (audio & video)
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- White Board

Multi Purpose Room C

Capacity: 50-60

- 60 chairs
- 6 round tables (60 inches), seats 4 per table
- 6 round tables (48 inches), seats 4 per table
- 10 rectangle tables (72 inch wide x 30 inch deep), seats 2 per table
- LCD projector and screen (audio & video)
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only)
- White Board

Library

Capacity: 8

- 1 table
- 8 chairs
- Wireless network connection (organization must supply laptop)

Please note, if using Multipurpose Room A, B or C, room setup will be performed by our property management company, see rates on page 9, unless agreed that organization can perform setup. All audio-video setup must be done by our property management company.

2. Room Setups:

Boardroom: setup cannot be altered.



Library: setup cannot be altered.



Multi-Purpose Room A – rectangle tables

Classroom



Conference



Theater



U-Shape



Rectangle



Multi-Purpose Room B - round tables



Multi-Purpose Room C



3. Audio-Video Equipment Usage and Setup: All audio-video setup must be done by GRCF staff, see rates on page 9. If audio-video equipment is required for the meeting, the organization’s representative should arrive a half hour prior to start time to review the setup and use of requested equipment. The setup fee includes a review of the A/V equipment and if necessary, assistance if the organization experiences issues with the equipment. Due to possible connection issues with laptops, all presentations should be brought on a USB portable device (jump drive). If bringing a MAC laptop, organization must provide video connection.

Arrival Procedures

1. **Check-In:** The organization's representative should arrive a half hour prior to start time. Representative must check in at the Receptionist Desk and provide a list of attendees. A review of audio/video equipment should be done at this time. Attendees should sign in at reception. If there are any changes or questions please ask Receptionist at this time.
2. **Conference Room:** Please look over the room to make sure everything is set up properly.
3. **Kitchen:** The coffee maker in the kitchen should be used to supply coffee for the meeting. If you need assistance please ask Receptionist.
4. **Information for Attendees:** The organization is responsible for attendees being informed of the following. Please review with meeting attendees:
 - a. Adjacent to our lobby area are other conference rooms and staff offices and sound can travel easily throughout this area. Please refrain from talking loudly in the lobby area and keep room doors closed during meetings.
 - b. Cell phones may be used but should be put on vibrate when entering the building. If a call is necessary or received, please use an empty conference room, if available, in the upper lobby. If a room is not available, you may use our lower lobby but please keep volume to a minimum.
 - c. Meeting attendees must remain in the designated meeting room or lobby areas. If you would like to see the rest of the building, please ask Receptionist and a staff member will be happy to give a tour.
 - d. Restrooms are located in the hallway to the west of the upper lobby area.
 - e. Use only the main entrance, in the lobby area, when entering and exiting the building.

Check-Out Procedures

1. **Check-Out:** Meeting attendees should sign out at reception.
2. **Conference Room & Kitchen:** Our goal is to have conference rooms available immediately following a completed meeting. Refer to the Final Inspection Checklist for a list of items that need to be checked. After the checklist is completed organization representative should sign and date form. GRCF Controller will then sign acknowledging condition of room. Following are some items that will be checked.

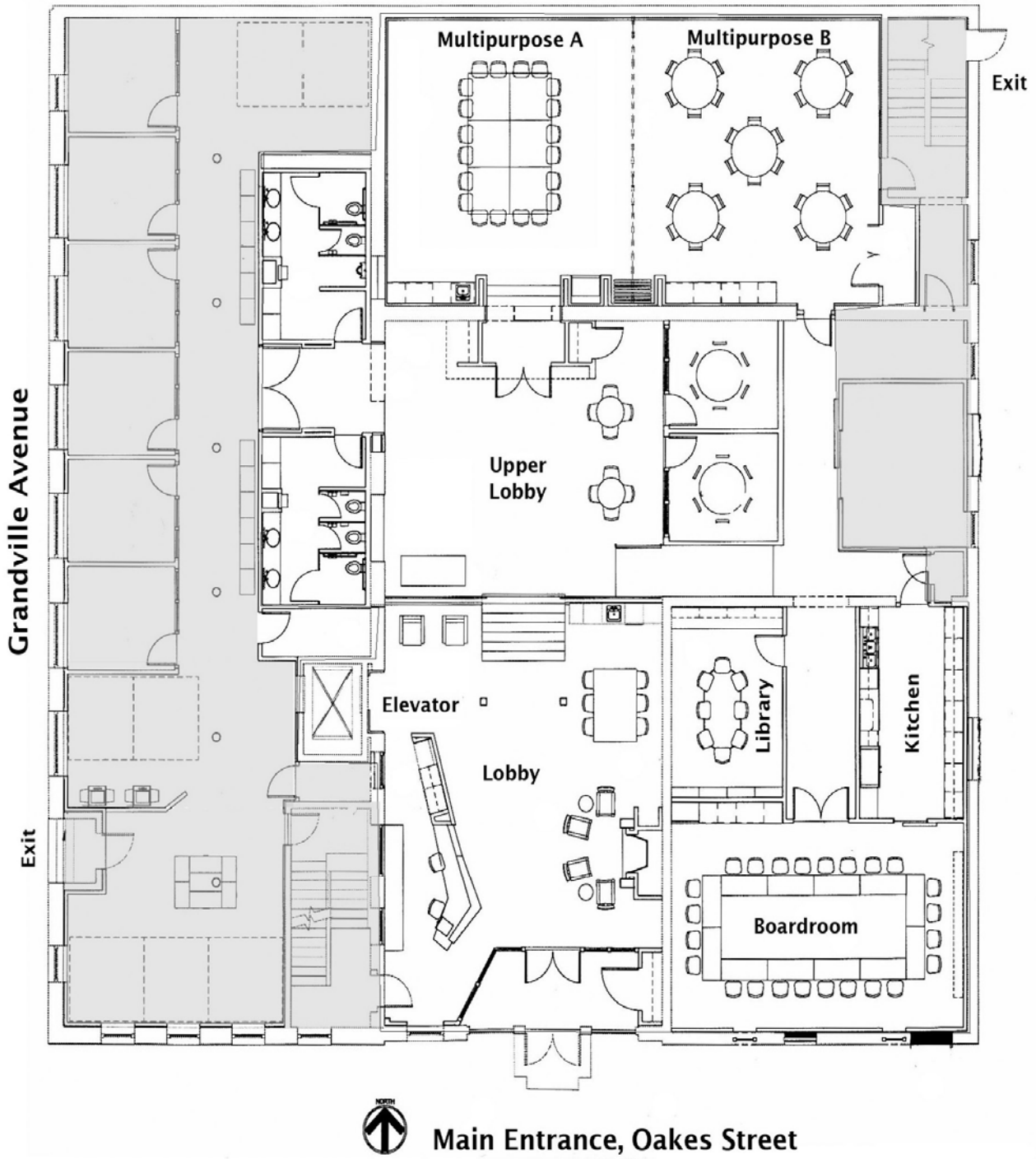
Conference Room:

- Tables & Chairs in original position prior to meeting
- Table tops and counter tops clean
- Trash containers emptied if excessively full or contain food waste
 - o All trash taken to dumpster outside (ask receptionist for location)
- Carpet free of dirt and stains
- Walls in original condition
- Lights turned off
- Equipment turned off and returned (Mics, Wireless pointers, other)
- Markers returned to receptionist
- All meeting items brought in are removed
- All meeting attendees have departed
 - o Organization representative needs to stay until all attendees have departed
- Setup fee paid, if applicable.

Kitchen:

- All food and catering supplies removed from room and kitchen
 - o Refrigerator free of items brought in for meeting and clean
 - o Microwave clean
 - o Coffee maker empty and clean
 - o Counter tops clean

Grand Rapids Community Foundation



Grand Rapids Community Foundation Application for Conference Room Use

Please complete the form below and mail or fax it along with any additional information to:

Grand Rapids Community Foundation
185 Oakes Ave Street SW
Grand Rapids, MI 49503
Fax: 616.454.6455

Please note that submission and receipt of this form does NOT constitute approval of requested use. A written confirmation will be e-mailed or faxed to you within 48 business hours after your request has been received.

Organization Information

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Are you a 501(c)(3): Yes No Tax ID Number: _____

Have you used the Conference Rooms in the past year? Yes (Dates: _____)

No

Primary Contact: _____

Title: _____

Phone Number: _____ E-mail: _____

Representative attending meeting: _____

Title: _____

Phone Number: _____ E-mail: _____

How did you hear about the Foundation's conference rooms?

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.)

Coffee maker (organization must supply coffee and paper products)

Refrigerator

Microwave

Conference Room Information

Name of Meeting: _____

Please make sure this is the name of the meeting that your guests will be asking for.

Purpose of Meeting: _____

Date of Meeting: _____

Beginning Set Up Time: _____

Start Time: _____

End Time: _____

Conference Room Requested:

Board Room – capacity 20-24

Multi Purpose Room C – capacity 50-60

Library – capacity 8

Multi Purpose Room A – capacity 20-25

Multi-Purpose Room B – capacity 20-25

Number of Attendees Expected: _____ *

*If you expect more than 40 attendees, please attach insurance certificate. See Section 1 of Conference Room Policy.

Seating Style: (if requesting Multi-Purpose Room)

Classroom

Conference
(Closed Middle)

U-Shape

Rectangle
(Open Middle)

Theatre
(Chairs Only)

Head Table Position: Front of room by screen

Other _____

Tables:

Rectangle

Round

Mixed

No Preference

Registration Table Required:

Yes

No

(located outside meeting room doors)

Podium Required:

Yes

No

Special Arrangements or Requests: _____

Audio – Video (Must Reserve When Scheduling Room)

Equipment Available (Board Room or Multipurpose rooms)

LCD projectors (2) & display screens

DVD Player

Wireless network connection (organization must supply laptop)

Telephone (for local or toll free calls only)

Easel for flip chart (organization must supply paper and writing instruments)

Whiteboard

Audio – explain usage - _____

Wireless Mic or Lapel (2 of each available)

Library

Wireless network connection (organization must supply laptop)

Rates – Room setup (if requesting the Multi-Purpose Room please check one)

Total Room Setup (including tables, chairs and A-V equipment), \$60.00 flat fee*

Audio/Video setup only, \$25 flat fee*

Table & Chair setup only, \$40.00 flat fee*

Organization would like to set up tables & chairs (no audio-video required), plan on up to 2 hours for setup, depending on meeting size – must be approved by GRCF

*Invoice will be sent upon approval of reservation and due prior to reservation date.

Agreement & Authorization

I have read, understand and agree to the terms of the Grand Rapids Community Foundation Conference Room Reservation Kit. Any violation of the policy may result in denial and/or cancellation of future use of the meeting rooms.

Approval to use conference rooms is not an endorsement by the Grand Rapids Community Foundation.

Signature of Organizations Primary Contact

Date

Printed Name of Organizations Primary Contact

Signature of Community Foundation President

Date

Signature of Community Foundation Controller

Date

For internal use only:

Approved by executive director: Yes No

Approved by Controller: Yes No

Additional information requested: Yes No Date: _____

Room reserved:

Notes:

FINAL INSPECTION CHECK LIST

The following "Final Inspection Check List" must be completed by the organization's representative and reviewed by the Controller or his/her designee prior the representative leaving the Community Foundation premises.

- 3. **Check-Out:** Meeting attendees should sign out at reception.
- 4. **Conference Room & Kitchen:** Our goal is to have conference rooms available immediately following a completed meeting. Refer to the Final Inspection Checklist for a list of items that need to be checked. After the checklist is completed organization representative should sign and date form. GRCF Controller will then sign acknowledging condition of room. Following are some items that will be checked.

Conference Room:

- Tables & Chairs in original position prior to meeting
- Table tops and counter tops clean
- Trash containers emptied if excessively full or contain food waste
 - o All trash taken to dumpster outside (ask receptionist for location)
- Carpet free of dirt and stains
- Walls in original condition
- Lights turned off
- Equipment turned off and returned (Mics, Wireless pointers, other)
- Markers returned to receptionist
- All meeting items brought in are removed
- All meeting attendees have departed
 - o Organization representative needs to stay until all attendees have departed
- Setup fee paid, if applicable.

Kitchen:

- All food and catering supplies removed from room and kitchen
 - o Refrigerator free of items brought in for meeting and clean
 - o Microwave clean
 - o Coffee maker empty and clean
 - o Counter tops clean

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

The above items have been reviewed and completed.

Signature of Organizations Representative

Date

Signature of Community Foundation Representative

Date