



Conference Room Reservation Policy Packet

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

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. Memorial Day through Labor Day, rooms are available Monday, through Thursday, 8am – 5:30 p.m. and Fridays 8am – 12pm.
- 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.

Once you have reviewed the Conference Room Policy, to reserve a conference room return to web page at <http://www.grfoundation.org/holdameeting> and download the electronic form which can be emailed, faxed or mailed.

Page(s) 3-4	Reserving a Conference Room
Page(s) 5-6	Rooms and Equipment
Page(s) 7	Arrival & Check-Out Procedures
Page(s) 8	Conference Room Map

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 The Foundation. Foundation meetings and activities will have priority for room usage with the Foundation reserving the right to withdraw approval of room usage should an internal need arise. If a conflict should arise the Foundation will work with the organization to either relocate the meeting to another room or reschedule to another day. The Foundation reserves the right to deny room usage to any organization based on the Foundation priorities or policies.

The Foundation may, depending on event details and number of attendees (40 or more), request that an organization obtain 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 the Foundation 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 the Foundation 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 Foundation event conflicts with reserved date. In order to provide flexibility for the usage of rooms, the Foundation’s general policy is to take conference room requests up to 90 days in advance. Requests must be submitted at least 7 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 Foundation 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 return to our web page and complete the Online Reservation Application. If you need assistance completing it, please call 616.454.1751. Upon receipt, the Foundation will check availability of requested room and if available reserve it. The Foundation will contact the organization within 48 hours to notify of approval or denial.

Organizations are encouraged to perform a site visit with foundation staff at least 7 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, The Foundation 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 for our Check-Out Procedures. **Please note:** The Foundation encourages the use of local caterers; we can provide you with a list of caterers if needed. Due to the Foundation composting program, we discourage the use of box lunches. Ask your caterer to use compostable products for plates, utensils and drinkware.

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 the Foundation (i.e. long distance phone charges, parking, etc.). If expenses are incurred, organization will be liable to reimburse the Foundation.

The Foundation 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 the Foundation) 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 the Foundation 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 the Foundation's Public Relations and Marketing Department prior to release. The Foundation reserves the right to modify or deny media releases based on Foundation policies. In addition, organization must have the prior approval of the Foundation 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 Foundation 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
 - Chairs
 - Counter tops
 - Sinks
 - Microwave (inside and out)
 - Floor
 - Refrigerator (inside and out)
 - Trash containers should be emptied if excessively full or contain food waste
(Ask a staff member to assist)
- g. The following items, or similar items, are not permitted on Foundation 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 Foundation 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, Foundation 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 Foundation business operations.
- l. For security reasons, all attendees are required to sign in at receptionist desk. Meeting attendees should remain in the designated meeting space unless using restrooms, kitchen area or accompanied by a Foundation staff member.
- m. The Foundation will not provide copying, faxing, or administrative 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 staff prior to the organizations’ representative leaving Foundation premises.

ROOMS & EQUIPMENT

- 1. Conference Rooms and Accessories Available:** The Foundation 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)
- Projector with screen and audio
- Wireless network connection (organization must supply laptop)
- Conference Phone (for local or toll free calls only)
- White Board
- Easel

Community Room Left or Right

Capacity: 25-30

- 30 Chairs
- Room Left: Round tables (60 inches or 48 inches) seat 4 per table.
- Room Right: Rectangle tables (72 inch wide x 30 inch deep) seat 2 per table.
- Projector with screen and audio
- Wireless network connection (organization must supply laptop)
- Conference Phone (for local or toll free calls only)
- White Board
- Easel

Community Room Left & Right

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
- Projector with screen and audio
- Wireless network connection (organization must supply laptop)
- Conference Phone (for local or toll free calls only)
- White Board
- Easel

Library

Capacity: 8

- 1 table
- 8 chairs

- Projector with screen and audio
- Conference Phone
- Wireless network connection (organization must supply laptop)

Small Conference Room

Capacity: 7

- 1 table
- 7 chairs
- LED Flat Screen Display
- Desk Phone
- Wireless network connection (organization must supply laptop)

Room Setups:

Boardroom: setup cannot be altered.

Library: setup cannot be altered.



Community Room Left – rectangle tables

Classroom

Conference

Theater



U-Shape

Rectangle



Community Room Right - round tables

Community Room Left & Right



- 2. Audio-Video Equipment Usage and Setup:** All audio-video setup must be done by Foundation staff, see rates on application. 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. If bringing a MAC laptop, organization must provide video connection.

Arrival Procedures

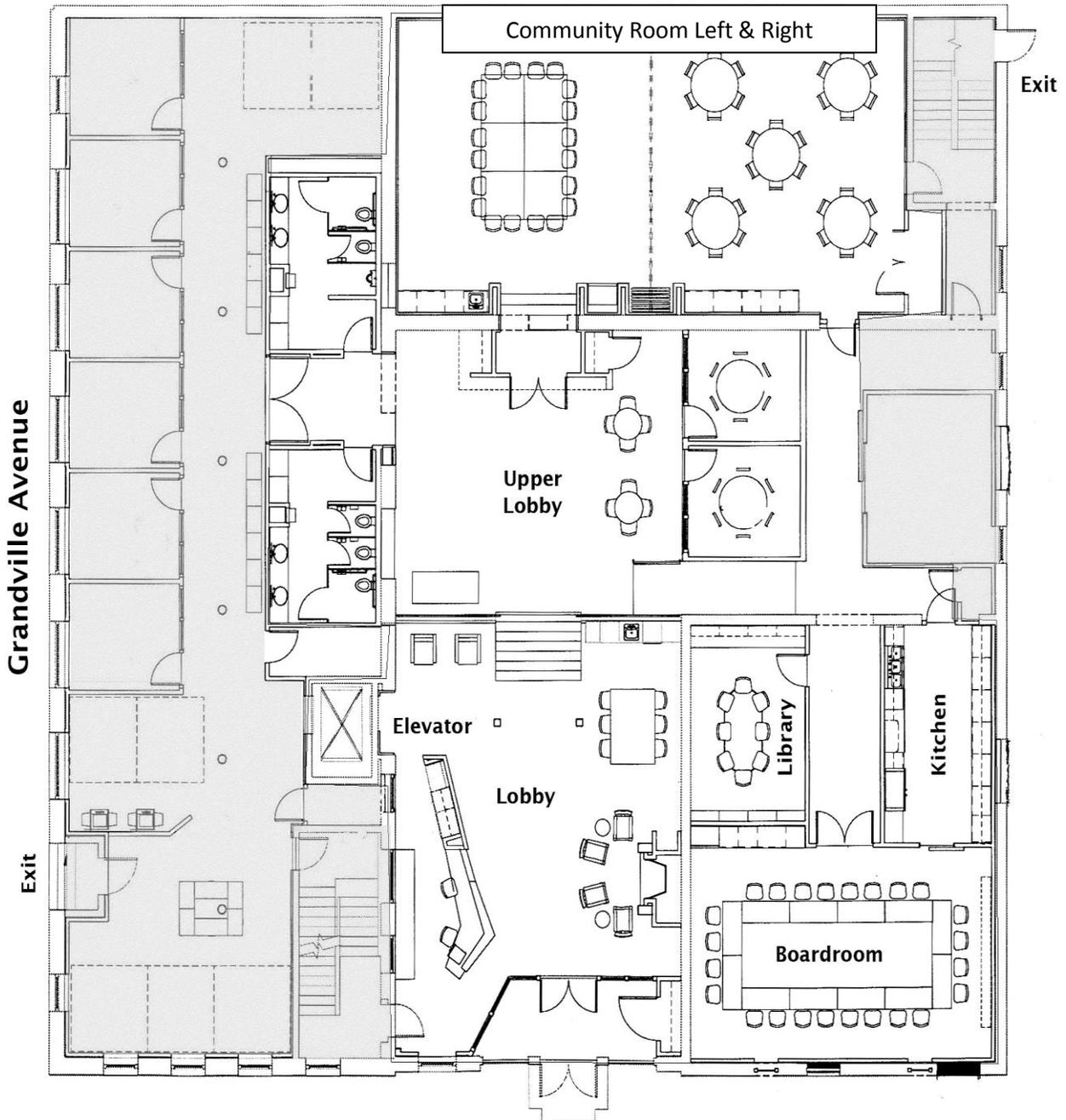
- 1. Check-In:** The organization's representative should arrive a half hour prior to start time. A review of audio/video equipment should be done at this time. Attendees should sign in at reception. If there are any changes or questions please ask the Foundation contact at this time.
- 2. Conference 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 or Foundation contact.
- 4. Information for Attendees:** The organization is responsible for attendees being informed of the following. Please review with meeting attendees:
 - Parking – notify your guests that the Foundation will not validate parking. You can refer to our web page for available parking options.
 - 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.
 - Cells 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.
 - 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.
 - Restrooms are located in the hallway to the west of the upper lobby area.
 - 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 that will be provided to you when you arrive, for a list of items that need to be checked. After the checklist is completed organization representative should sign and date form. Staff will then sign acknowledging condition of room. Following are some items that will be checked.
 - Tables and chairs in original position
 - All food and supplies removed
 - If food served – tables and counters wiped down
 - White boards erased/wiped down

- Coffee maker emptied and cleaned
- Refrigerator free of items brought in
- Carpet free of dirt, crumbs and debris
- If trash (landfill) container is full – trash is carried out to dumpster
- All attendees have departed the meeting
- Lights and equipment turned off
- Borrowed equipment/supplies returned to GRCF
- Checkout has been completed with GRCF representative

Grand Rapids Community Foundation



Main Entrance, Oakes Street