THE FOUNDATION ROOM
for Educational, Charitable and Nonprofit Activities

Guidelines, Policies and Reservation Information

Approved by CFGC Board of Directors - 9/18/2014
The Community Foundation of Greene County (CFGC) is pleased to open our doors to the community. We have designed our space to welcome and support educational and charitable activities. Our vision is to become a gathering place for community philanthropy; a physical place where we welcome donors, nonprofit organizations, business and community leaders to join together, address community issues of shared concern and promote improved quality of life for our region through the power of charitable giving.

An important part of this vision is to enable local nonprofit organizations to use our conference rooms at little or no-cost. If your organization is interested in utilizing our space, please read through the following policies and procedures to learn more.

1. **Eligible organizations.** The CFCG room is primarily intended for use by nonprofit, civic, community organizations and businesses.

2. **Ethical Standards.** The Community Foundation of Greene County presumes that all organizations hosting events at the Foundation will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability. The Foundation expects all users to conduct themselves in a respectful and professional manner.

3. **Responsible Party.** The person(s) or organizations conducting the meetings accept full responsibility for proper conduct of those attending the meeting and for any damage to the Foundation property and the property of the landlord, Morgan Properties Management including outside areas, by those attending. When the meeting room is to be used by groups or organizations of students or other young people (17 or younger) an adult sponsor must make the reservation and be present and responsible for the entire meeting.

4. **Nature of the event.** Our facilities are designated for the benefit of the nonprofit community. Commercial usage request (e.g., business events) will be reviewed by a committee and may be permitted on a case by case basis. Prohibitions include (but are not limited to): political events, private parties (e.g., wedding receptions, showers, etc.) and fundraising events for organizations other than CFGC.

5. **Hours of Use.** Rooms are available for nonprofit use from 8:30 a.m. until 4:30 p.m., Monday through Friday, except holidays observed by the Foundation. After-hours and weekend usage will be determined on a case-by-case basis and will include a charge.

6. **Availability and Frequency.** In order to provide flexibility for room usage, reservations should be submitted at least 30 days prior to event date. Requests to use the conference room will be granted when rooms are available and meetings do not conflict with activities scheduled by the Foundation. The Foundation reserves the right to deny room usage to any organization based on priorities or policies. Requests to use the room on a regular basis, i.e., weekly, monthly, etc. will be considered on a case by case basis.

7. **Cost.** There is no fee to use the conference room or equipment during business hours (the hours stated in policy number five above) with some exceptions. There are costs associated with after-hours usage due to extra staffing requirements by the Foundation, if the organization using the space is charging a fee for attendance/admission/meals, and/or for businesses other than nonprofit organizations. For such meetings there will be a charge of $25/hour charge, plus an additional $25 to cover set up and clean up.
8. Insurance. Organizations may be asked to provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least $500,000 and name the Community Foundation of Greene County as “Additional Insured” and “Loss Payee.” Organizations will agree 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 our facilities.

9. Food and Beverages. Food and beverages are allowed in the room. The organization must provide/arrange their own food service or caterer. A representative of the organization must be present to meet caterers or other delivery services. The Community Foundation of Greene County does not provide any food or beverage service for organizations.

10. Alcohol. No alcoholic beverages may be possessed, served or consumed on Foundation premises during working hours. Alcoholic beverages may be allowed on the premises after business hours only with prior written approval of the Foundation. Proof of host liquor liability insurance with no less than $1,000,000 in limits naming the Foundation, its Board of Directors, staff, and employees as additional insured's must be provided at least two weeks prior to the event.

10. Telephone Use. The Foundation’s meeting room phones are to be used for emergencies only. A conference telephone is available for use with prior arrangement of the Foundation. The user must provide and manage their own conference service.

11. Restrictions. Users of the meeting room may charge for registration or materials used in the program or allow membership fees to be collected. Sale of services or goods on site is prohibited unless sponsored by the Foundation. Organizations or individuals using the facility shall indemnify and hold harmless the Foundation and its Board of Directors and employees from any and all claims or actions attributable to use of the meeting space. Users of the meeting room may not use the Foundation as a mailing address. Publicity announcing meetings/events must state: “This program is sponsored by [name of user organization].”

12. Reservation Procedures. Contact the Community Foundation of Greene County to discuss your meeting or event and to check room availability. Complete the Reservation Form, sign, retain a copy for your records, and fax or mail the completed paperwork to the Foundation.

Room Reservation
Community Foundation of Greene County
108 E. High Street, PO Box 768
Waynesburg, PA 15370
Voice: 724-627-2010
Fax: 724-627-2011

See Attachments:
1: Description of Rooms and Amenities - page 3
2: Reserving the Conference Room - page 4
3: Arrival and Departure Procedures - page 5
Community Foundation of Greene County Conference Room
Attachment 1: DESCRIPTION OF ROOMS AND AMENITIES

1. Meeting Room:
The CFGC Conference Room is a large room with approximately 900 sq.ft. of space with a vinyl wood floor. Occupancy is not to exceed 40 persons with tables and chairs, or 60 persons with chairs only or open space.

2. Equipment (Tables/chairs/AV) and other supplies:
The conference room is equipped with:
   a. Tables and Chairs: 9 rectangular tables (96" x 24"); 2 rectangular tables (72" x 24"); 5 round tables (60" diameter); 40 stacking fabric covered chairs
   b. State-of-the-art audio/visual equipment consisting of a large flat-screen (Smart) TV with HDMI. We prefer that outside groups bring their own laptop or other computer to use with the flat screen. The computer must be HDMI compatible (a HDMI cord will be provided to link to the TV.) If using an Apple computer, you must provide your own A/V adapters. Please arrange an on-site test prior to your event to ensure functionality.
   c. A wireless microphone system available for presentations.
   d. A newsprint easel with paper and markers. Additional newsprint easels may be available by prior request. (DO NOT write on the newsprint if it is hung on the wall due to bleed through of the markers.)
   e. A table top podium.
   f. Conference Telephone (User must provide and manage their own conference calling service.)
   g. A projector and small screen are also available for use.

Groups/individuals using Foundation equipment are responsible for damage, loss or theft of equipment. Miscellaneous stationary supplies, i.e. pads of paper, pens, pencils, etc. must be supplied by your organization. Copier and fax are not available for use.

3. Restroom:
A restroom is located off the hallway at the back of the main room. Extra toilet paper and paper towels are stored in the cabinet in the rest room.

4. Kitchen:
A kitchen is available for organizations and/or caterers to serve previously prepared foods. The kitchen includes: Full sink, refrigerator (18cu.ft.), microwave, toaster oven, coffee maker, hot/cold carafes and pitchers. Organizations must provide their own tableware, plates, drinking cups, napkins, coffee, tea, sugar, creamer, etc. Organizations using the facilities may bring in additional food and drink, but you must be on-site to accept delivery and clean up and dispose of all food at the end of your event.

5. Trash removal:
One 42-gallon trash can and one 13.2-gallon trash can are available for use. Extra trash bags are located in the lower cabinet to the right of sink. Please empty and remove all trash bags prior to leaving the facility. A trash dumpster is located at the rear of the building (out the rear door, through the lower storage room and out the emergency stairwell.)

6. Parking:
Several parking options are available.
   a. Metered lots are available at Morgan Street and Strawberry Street; and at W. High Street at Morris Street.
   b. On-Street parking: 2-hour limit in the downtown business district (between High Street & Greene Street from Cumberland Street to Richhill Street; and Franklin Street from Morgan Street to Richhill Street); no time limit outside the downtown business district, except where prohibited.
   c. One-hour parking is available in Waynesburg Borough Lot #4 adjacent to the Foundation office (off East High Street) on the left side of the lot in the yellow lined spaces.

7. Set-up:
Set up will be the responsibility of the user and not the Foundation staff. No materials or equipment may be stored at the Foundation or between meetings without the Foundation’s prior approval. The organization is responsible to set up/move the tables and chairs in the configuration desired. But you must return the room to the initial layout prior to leaving or a set-up fee will be charged.
Community Foundation of Greene County Conference Room
Attachment 2: RESERVING THE CONFERENCE ROOM

To request to use a conference room, call the Foundation office by phone 724.627.2010 or email: cfgcpa@gmail.com. Staff will check availability of the room and, if available, reserve it and contact your organization within 3 business days to notify of approval or denial.

➤ Organizations are encouraged to perform a site visit at least 10 business days prior to requested date. The purpose of the site visit is to ensure the room will meet your organization’s needs and give your organization’s representative an overview of building.

➤ Since some meetings will require catering and other setup, the Foundation requests that your organization’s representative arrive at least 30 minutes prior to start time.

➤ Anticipate approximately 30 minutes for cleanup of room. The conference room, kitchen and restroom are to be left in the same arrangement and condition as found prior to meeting, unless otherwise specified by the Foundation staff. Please refer to our “Departure Procedures.”

➤ Your organization’s meetings must not incur expense or liability to the Foundation (i.e. long distance phone charges, etc.). If expenses are incurred, your organization will be responsible for reimbursing the Foundation for those expenses.

➤ Notification of meeting cancellation is required at least 24 hours in advance.

Guidelines for Conference Rooms and Premises:

a. The Foundation’s Administrative Assistant will meet/greet your organization’s representative and be your contact during your time in our offices.

b. Your organization’s representative must remain onsite during designated meeting times.

c. No alcoholic beverages may be possessed, served or consumed on Foundation premises during working hours. Alcoholic beverages may be allowed after business hours only (Please see page 2, #10 Alcohol).

d. No smoking is permitted in the building or within 20 feet of the entrance.

e. The Foundation will not provide copying, faxing, or secretarial services.

f. Tables and chairs in the meeting rooms may be moved, but need to be returned to original positions unless otherwise directed by the Foundation.

After all events, the conference room, kitchen area, and restroom must be left in found condition. If used, the following resources must be clean and/or free of items brought in for the meeting:

a. Coffee pots/Beverage containers

b. Tables and chairs

c. Counter tops and sinks

d. Microwave (inside and out)

e. Refrigerator (inside and out)

f. Floors

 g. Trash containers should be emptied if excessively full or containing food waste (A dumpster is located outside the rear of the building.)

h. The following items, or similar items, are not permitted on the premises. If you have a questionable item, please ask Foundation staff.

a. Open flames or smoke machines

b. Hanging lights, glitter, confetti, sparklers, etc.

   c. Weapons

   d. Live animals (with the exception of service animals)

i. Decorations can only be added with prior written permission from the Foundation. No tape, nails, thumb tacks, putty or any other item that may affect the appearance of walls when removed may be placed on walls.

j. Your organization is responsible for any damages caused to the facility or grounds.

k. Deliveries for meetings may only be made on the date of the meeting and a member of your organization must be present to accept delivery. Your organization is responsible for any vendors you employ for an event.

l. Noise and activity levels must be controlled and not interfere with the Foundation business operations, or other tenants of the building.

m. For security reasons, your organization’s meeting attendees should remain in the designated meeting space.

n. Children must always be under the care and supervision of adults.

Following the use of the meeting room, your organization must return the room to its original state (unless otherwise directed by Foundation staff) and complete the “Departure Check List,”.
Community Foundation of Greene County Conference Room
Attachment 3: ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL:
Since some meetings will require catering and other set up needs, we recommend that your organization’s representative arrive at least 30 minutes prior to your meeting start time. Also please anticipate 30 minutes following the conclusion of your meeting for clean up. We expect that the room will be left in the same condition as they were found prior to your meeting.

1. Check In. Your organization’s representative should arrive 30 minutes prior to start time. Representative must check in at our reception desk at 108 E. High Street. If there are any changes or questions please ask Receptionist at this time.

2. AV Equipment. If audio-video equipment is required for the meeting (e.g., for PowerPoint, etc.), your organization’s representative should arrive 30 minutes to one hour prior to start time to review the setup and use of requested equipment. If there will be a laptop or other equipment used for presentations, your organization must have equipment onsite at least 30 minutes prior to start time.

3. Conference Room: Please look over the room to make sure everything is set up properly.

INFORMATION FOR ATTENDEES:
The organization is responsible for attendees being informed of the following. Please review with meeting attendees:
   a. Staff offices are adjacent to the CEC and sound can travel easily throughout this area. Please keep room doors closed during meetings and unreasonable noise.
   b. Meeting attendees must remain in the designated meeting room.
   c. A restroom is located off the hallway at the back of the main room.
   d. Please use only the main entrance of 106 E. High Street when entering and exiting the building.

DEPARTURE
1. Check-Out:
Our goal is to have the conference room and facilities available immediately following a completed meeting. Refer to the Final Inspection Checklist below for a list of items that need to be checked. After the checklist is completed, your organization’s representative may check out at the reception desk.

2. Check-List:

   Conference Room:
   □ Tables & Chairs in original position (i.e., position found prior to meeting) unless otherwise specified by Foundation staff
   □ All food and catering supplies removed from room and kitchen
   □ Table tops, chairs and counter tops clean
   □ Trash containers emptied if excessively full or contain food waste
   □ Floors free of dirt, spills and stains
   □ Walls in original condition
   □ Equipment turned off and returned in original working condition
   □ Lights turned off
   □ All meeting items brought in must be removed
   □ All meeting attendees have departed
   □ All fees for additional usage have been paid, if applicable.

   Kitchen:
   □ All food and catering supplies removed from premises
   □ Refrigerator clean and free of items brought in for meeting
   □ Microwave clean
   □ Coffee maker empty and clean
   □ Counter tops clean
   □ Coffee carafes and pitchers washed and clean

   Bathroom:
   □ Toilet flushed
   □ Sink & floors clean
   □ Trash emptied (if excessively full)
**Seminar Style:**
Maximum 8 rows of tables
8'x24" tables
4 chairs per table

**Theatre Style:**
8-10 rows of chairs depending on space between rows
4-5 chairs per row depending on space between chairs

**Round Table Style:**
60" round tables hold up to 8 chairs.
Maximum 5 tables

**Board Room Style:**
4-6 tables (end to end and side by side)
10 - 36 people
May use one 6' table at one end for speaker panel or chairman (holds 3 chairs)
Community Foundation of Greene County
The Foundation Room Request Form

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

Community Foundation of Greene County
108 E. High Street
Waynesburg, PA 15370
Email: cfgcpa@gmail.com or Fax: 724-627-2011

Please note that submission of this request form is NOT confirmation. A written confirmation will be e-mailed or faxed to you within 48 business hours after your request has been received.

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<tr>
<th>ORGANIZATION INFORMATION</th>
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<tbody>
<tr>
<td>Organization:</td>
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<tr>
<td>Address:</td>
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<td>City:</td>
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<td>Fax:</td>
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<td>Web site Address:</td>
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<td>Are you a nonprofit:</td>
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<td>□ Yes □ No</td>
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<td>Have you used The Foundation Room in the past?</td>
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<td>□ Yes □ No</td>
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<tr>
<td>Meeting Primary Contact:</td>
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<td>Title:</td>
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<td>Phone Number:</td>
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<td>E-mail:</td>
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<td>Cell Phone or after hours contact number:</td>
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<td>Secondary Contact:</td>
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<td>Cell Phone or after hours contact number:</td>
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<tr>
<th>MEETING INFORMATION</th>
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<tbody>
<tr>
<td>Name of Meeting:</td>
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<tr>
<td>Please make sure this is the name of the meeting that your guests will be asking for.</td>
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<tr>
<td>Purpose of Meeting:</td>
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<td>Weekday(s), Date(s) of Meeting:</td>
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<td>Beginning Set Up Time:</td>
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<tr>
<td>Number of Attendees Expected:</td>
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<td>Room Set Up:</td>
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<tr>
<td>□ Classroom (max 36)</td>
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<td>□ Board Room Style (max 24)</td>
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<td>□ Theater (Chairs Only) (max 48)</td>
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<td>□ Round Tables (max 32)</td>
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Parking:

Please confirm you are aware the Community Foundation does NOT offer parking spaces. Parking is available on street and in two Borough parking lots. (See our policy for more information.) You will notify your meeting participants of parking. ☐ Yes ☐ No

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

- ☐ Podium or Speaker's Table
- ☐ PA system
- ☐ 80” flat screen TV (requires HDMI connection to laptop) (Mac connection available)
- ☐ Wireless network connection (organization must supply laptop)
- ☐ Conference call audio system
- ☐ Easel for flip chart (organization must supply paper and writing instruments)

**CATERING INFORMATION**

Will food and/or coffee be served at the meeting? ☐ Yes ☐ No

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: ____________________________ (Must be prior to 4 p.m.)

Food/Catering Needs: ____________________________

- ☐ Coffee Maker*
- ☐ Water Pitchers (4)
- ☐ Hot Pads
- ☐ Plastic Table Covers
- ☐ Insulated Carafes

*The Community Foundation has a 12-cup coffee maker and two insulated coffee carafes available. We are unable to provide coffee, sugar, creamer, cups, for large meetings not sponsored by CFGC. Your responsible to make your own coffee.

**AUTHORIZATION**

I have read and understand the terms of *The Foundation Room* Policy (separate document.) Any violation of the policy may result in denial and/or cancellation of future use of the community rooms.

Name of Meeting Primary Contact ____________________________ Date ____________________________

Signature of Community Foundation Staff Representative ____________________________ Date ____________________________

Please Note: *The Foundation Room* entrance address is 106 E. High Street, Waynesburg, PA. It has a separate entrance from the CFGC Office. Please use this address for your attendees.
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
- Table tops clean
- Counter tops clean
- Restroom Clean
- All trash in brown trash receptacles, plastics & cans in blue recycle receptacles,
- 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 Foundation Room
- All meeting attendees gone (the organization representative may not leave until all meeting attendees have left the Foundation Room)

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