

Ike Leighty Family Community Room Reservation Policy



**COMMUNITY
FOUNDATION**
OF NORTHEAST IOWA

here for good.

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For more information call 319-287-9106 or visit our website at cfnea.org.

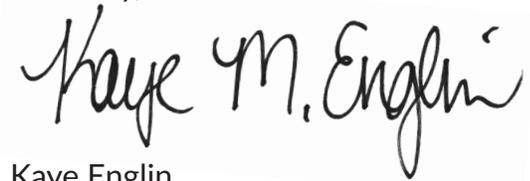
Welcome

At the Community Foundation of Northeast Iowa, our mission is “To inspire people and connect resources to enrich our communities.” We strive to fulfill this mission every day. One of the new ways we are able to carry out this mission is by providing meeting space free of charge to nonprofit partners in our new office building. We realize it can be challenging to find appropriate space for trainings, volunteer engagement, board meetings, etc., and we are excited to be able to offer this opportunity.

The Ike Leighty Family Community Room was created to provide a gathering space for strategic planning, staff enrichment, board and committee involvement and other important gatherings for nonprofit organizations. We are grateful to the late Ike Leighty for his generous support of this community space and his vision for a strong nonprofit community in the Cedar Valley. We are honored to partner with our nonprofit friends as we all seek to create stronger, more vibrant communities and provide vital opportunities and services to the people in our region.

Thank you for your important work and we hope this new meeting space provides a wonderful collaborative space for you and your supporters. To reserve this space for your organization and get more details on the room, go to www.cfneia.org/community-room.

Sincerely,

A handwritten signature in black ink that reads "Kaye M. Englin". The signature is written in a cursive style with a large initial 'K' and 'E'.

Kaye Englin
President & CEO

General Information

Hours of Operation: The Community Room is available during Foundation office hours, 8:00 a.m. - 5:00 p.m., Monday through Friday. Events may also be scheduled on weekdays after 5:00 p.m. and on weekends by special arrangement. Rooms are available to nonprofit entities only. Use of the facilities is on a first come/first served basis for professional activities only.

Address: 3117 Greenhill Circle, Cedar Falls, Iowa

Parking: During hours of operation the front parking lot (22 spaces, including 2 handicap spots) may be utilized as well as additional street parking (up to 35 spots). After hours of operation the lower parking lot (15 spaces) may be used. During hours of operation we ask that your guests leave at least three spots vacant in the front lot for Foundation guests.

Capacity: The Community Room is a large multi-purpose conference space approximately 1,200 square feet with max capacity of 99 attendees (standing room only). There is also room for overflow in the lobby area outside the Community Room.

Common Table/Chair Configurations will seat the following:

- Auditorium Style 68 attendees
- Boardroom Style 36 attendees
- Breakout Style 48 attendees
- Classroom Style 56 attendees

Technology Available: Technology has been installed in the Community Room to be user-friendly and easy to use. There will be instructions in the conference room detailing how to operate the systems available. The Foundation does not have IT staff on-site; therefore users must be capable of operating the systems available. If the user does not know how to operate this equipment, the user should contact the Foundation in advance to schedule an appointment to be trained in its use.

A projector and screen (150 inches) are available for use. **Guests must supply their own laptop which supports HDMI, Display Port, or DVI in order to use the projector. A PA system is available with a hand held microphone.** A wireless guest network is also available. Internet services are not to be used to connect to sites that are inappropriate for business use (i.e. pornography sites, hate groups, etc.). Guest network log in information will be provided by the Donor Relations Assistant.

An office phone is provided and conference phone may be provided upon request. Any long distance calls/conference call fees will be billed to the user.

Amenities: The Community Room has a sink, large countertop, dual coffee maker, and coat rack available. There is also a large white board and markers/erasers provided for use. A prep kitchen is available upon request, which includes a microwave and oven.

Restrooms are available to attendees, as well as the lobby area; which are all handicapped accessible.

The Foundation does not provide the following amenities to those using the Community Room:

- Access to office suite, supplies, or office equipment (i.e. copy machine) during meetings/events.
- Clerical support (e.g., telephone reservations, meeting inquiry or reception services, etc.), events management (meeting set up, food preparation, trash removal or meeting clean up) or any other events staffing.
- Catering services or events/decorating materials or services. Users are welcome to separately arrange such services but in that case, the users must also plan to clean up and haul away any and all related trash/garbage accumulated.
- Delivery acceptance. Deliveries of materials for events typically should be arranged for the day of the event unless other arrangements have been agreed to in advance. A representative of the organization holding the event must be present to accept deliveries and to assume responsibility for them.

Permitted Use: In general, permitted uses of the space include organizations that are:

- Consistent with the public charity status and charitable purpose of the Foundation; meaning requests are considered which support the work of 501(c)(3) nonprofit organizations and agencies, schools, municipalities, and non-sectarian activities of faith-based institutions, and which further the public good;
- Non-partisan in nature;
- Considerate and respectful of the Foundation's neighborhood and daily business operation, generally occurring within the hours of operation;

In general, the spaces are not available for commercial purposes or other purely social purposes such as wedding showers, etc., for which other local venues are available and should be used. No activities involving gambling of any kind are permitted on the premises. Public requests to use this space are considered on a case-by-case basis with the final decision to use at the discretion of the Foundation, as represented by its President/CEO. The purposes of the Foundation take precedence over all other potential uses.

Other Guidelines:

- No flipcharts are permitted to be taped to walls or tacked (to prevent damage to the paint) the only exception is if “Post-It” brand type removable paper is used. In this event, no marking on the paper while it is on the wall, as bleed through may result. No nails or tacks are to be put in the wall.
- Table and chair arrangements: Furniture may be rearranged to suit a user’s needs provided it is returned to the same arrangement as originally found. Furniture should not be used for anything other than its intended purpose.
- Firearms are not permitted on the premises except for law enforcement’s legitimate uses.
- The Foundation and grounds are to be free of tobacco and illicit drugs.
- Lobbying activities are not permitted on the premises.
- Children must be supervised at all times in the building.
- The Fire Marshall permits the Community Room space to hold 99 occupants. The room is not available for purposes exceeding that number.
- Only animals assisting individuals with disabilities, including service animals, are allowed.
- Rooms are expected to be vacated promptly at the agreed upon time as another user may be booked for the same space at a later time.

Operations

Key system: During hours of operation the Community Room will be available without the need for a key. After hours of operation a card key will be required to enter the building. This key will be provided no more than three days prior to the scheduled meeting/event. The key will allow access to the lobby, restrooms, prep kitchen, and Community Room during the specified reserved timeframe. The key should be returned the next business day or left at the front reception desk prior to leaving.

Temperature: The temperature control is locked. It is set to 70 degrees in the summer months and 72 degrees in winter. Some fluctuation is natural to expect. Users should plan to dress accordingly.

Food and Beverages: Food service for events is to be catered. Alcoholic beverages are not allowed on the premises.

Room Set-Up and Clean-Up: The organization using the facility is responsible for set up and clean up. Please plan to arrive for your meeting early to set-up the room for your use. Tabletop and freestanding decorations are permitted. The following items are available for use during events:

- 28 Tables
- 42 Upholstered chairs on casters
- 28 Shell Chairs

Damages: Organizations will be responsible for any breakage/damage beyond reasonable wear and tear.

Requirements

- A Certificate of Insurance must be presented 10 days prior to the event, naming the Community Foundation of Northeast Iowa as an additional insured for any and all claims, demands, suits, or other liability whatsoever arising out of or in connection with the event(s). This certificate need only be presented once a year if using the space multiple times during the year. The following minimum limits of liability are required:
 - General Liability \$1M per occurrence/ \$2M general aggregate
 - Workers Compensation \$100,000 each accident/ \$500,000 disease policy limit/ \$100,000 each employee
- A representative from the organization renting the space must attend a walk-through of the facility at least three days prior to their scheduled event if this is their first time reserving the space.
- The Community Foundation name may only be used to identify the venue on printed materials, not to imply sponsorship of the event. It should be listed as “Community Foundation of Northeast Iowa”.
- If using the facility after-hours, the key must be returned the next business day or left at the front reception desk prior to leaving.

Acknowledgement of Community Room Reservation Policy

I acknowledge that I have read the Community Room Reservation Policy for the Community Foundation of Northeast Iowa ("Foundation"). By signing below I agree to abide by the information set forth in this policy and to provide the required documents prior to the date of reservation. I acknowledge the Foundation shall not be liable for any damage or injury to the participants of the rental party, or any other person, or to any property, occurring on the premises. Upon signing the agreement, the rental party agrees to indemnify and hold the Foundation harmless from any claims for damages, except for those caused by the negligence or unlawful conduct of the Foundation.

Organization Representative
(Signature)

Date

Print Name

Organization

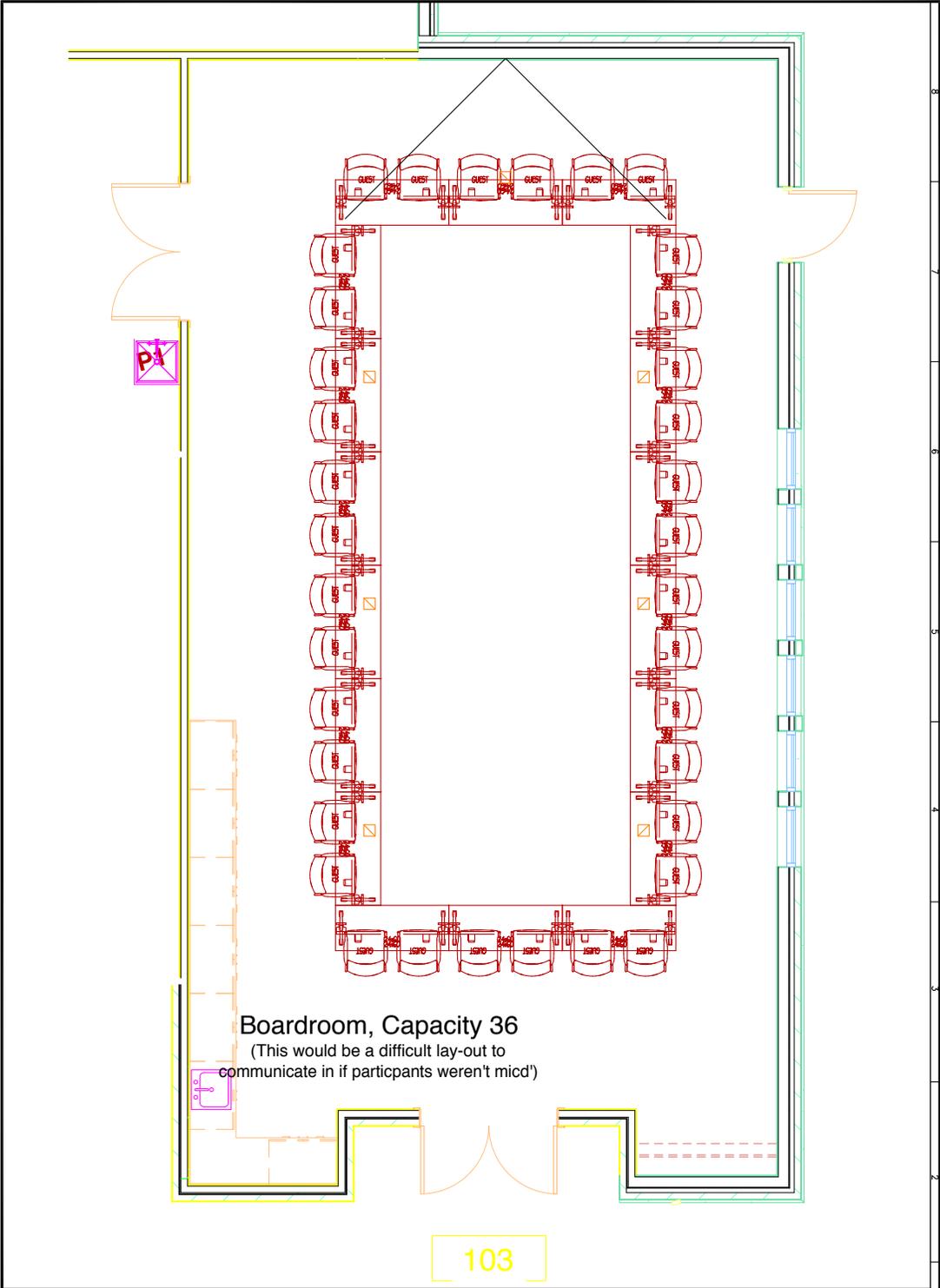
Date/Time of Event (note if multiple dates)

Number Attending Event

Room Layout Requested (see following pages for layouts)

IT Requirements for Your Event

Board Room Style - 36 person max. capacity



Classroom Style - 56 person max. capacity

