

## Community Foundation of North Louisiana Policies and Procedures for Community Central Use

Community Foundation of North Louisiana is pleased to open its doors to the community by allowing local businesses and organizations to use our conference rooms. In order to maintain the facility and make it available to as many groups as possible, CFNLA has established the following policies and procedures.

1. **Eligibility and priority for use of conference rooms:** Conference rooms are available for use by local businesses, individuals and organizations. CFNLA reserves the right to deny room usage to any organization based on CFNLA priorities or policies. CFNLA requires that organizations with meetings of 40 or more provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1,000,000 and naming Community Foundation of North Louisiana as “Additional Insured” and “Loss Payee.” Organizations using conference rooms agree to indemnify and hold harmless CFNLA 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 CFNLA 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 CFNLA event conflicts with reserved date. In the rare case we need the room for an unforeseen internal meeting, we will unfortunately ask you to reschedule. Rooms are available for use Monday through Friday, 8:00 a.m. to 5:00 p.m. Please be aware that Louisiana Tower turns off the air conditioner/heater at 6 p.m. and charges us an hourly fee for any use after that time. If you would like to have the ac/heat on after 6 p.m. there is an additional charge of \$42.50 per hour. For events after 5 p.m., there will be a \$50 per hour staffing fee.

In order to provide flexibility for the usage of rooms, CFNLA’s general policy is to take conference room requests up to 90 days in advance. Room use applications should be submitted at least two weeks prior to requested date. An organization is eligible to use CFNLA conference rooms up to 6 times per calendar year (January 1 – December 31).

3. **Reserving a conference room:** To request use of Community Central, please contact CFNLA staff at 221-0582 to check on date availability, then complete the form found online at [cfnla.org](http://cfnla.org) or one can be emailed or faxed to you. **No verbal commitments may be made.** When making a room reservation, we recommend adding 30 minutes to the beginning and to the end of your requested time for setup and break down. It is your responsibility to make copies and bring supplies needed for your meeting and understand the audiovisual equipment.

Upon receipt of the completed application, we will contact you within three working days to notify of approval or denial. If approved, an invoice will be emailed to the organization along with a signed copy of the agreement. Payment must be received at least seven working days prior to meeting.

Organizations are encouraged to perform a site visit with CFNLA staff prior to requested date. The purpose of the site visit is to ensure the room requested will meet the organization’s needs and give organization’s representative an overview of building. IF AV/sound equipment will be used, we require a tutorial before the event.

CFNLA is unable to provide or pay for parking for organization's attendees. There is a parking garage adjoining the building as well as parking lots and metered parking close to the building; cost is the responsibility of attendee or organization.

Notification of meeting cancellation is required no less than three working days prior to requested date. Failure to notify CFNLA staff may prevent organization from future use.

4. Guidelines for conference rooms and premises:
  - a) Organization's representative must remain onsite during designated meeting times.
  - b) No alcoholic beverages may be possessed, served or consumed on CFNLA premises.
  - c) No smoking is permitted in the building.
  - d) No use of building foyer.
  - 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 good condition. If used, the following resources must be clean and free of items brought in for the meeting:

■ Tables	■ Chairs
■ Countertops	■ Sinks
■ Microwave (inside and out)	■ Floor
■ Refrigerator	
  - g) The following items, or similar items, are not permitted on CFNLA premises: open flames, smoke machines, hanging lights, glitter, confetti, sparklers, live animals or weapons of any kind. Service animals are permitted. If you have a questionable item please ask the Community Foundation staff.
  - h) Decorations can only be added with prior CFNLA written permission. The following are not allowed on walls: tape, nails, thumb tacks, putty or any other item that may affect the appearance of wall when removed. Organization is responsible for any damages caused to the facility or grounds.
  - i) 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. CFNLA staff will NOT accept deliveries for meetings.
  - j) Organization is responsible for any vendors they employ for an event.
  - k) CFNLA will not provide copying, faxing, or secretarial services.
  - l) Children must always be under the care and supervision of adults.
  - m) 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 CFNLA staff prior to the organizations' representative leaving CFNLA premises.
5. Conference Rooms and Accessories Available: CFNLA offers a catering kitchen with warming oven, stove, microwave, ice maker and refrigerator.

Community Central capacity

- a) Capacity: 50 chairs available. Additional chairs may be rented from the vendor of your choice for up to 95 people with theater-style seating.
- b) Tables: Twelve (12) 24" x 60" rectangular tables and six (6) 24" x 48" round tables. Tables may be broken down into various configurations.
- c) Podium
- d) LCD projector and drop-down screen
- e) Audio
- f) Wireless network connection
- g) Conference telephone (for local or toll-free calls only)
- h) Smart Board (will not work with Apple products)

If you have not previously used our audiovisual equipment, you must schedule a time to come before your meeting for training.

All audio-video setup must be done by CFNLA staff. 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).

6. Arrival procedures. Organization's representative should arrive a half-hour prior to start time and must check in at the Community Foundation office. At this time we will give you a copy of our Check-Out Procedures. During this time:
  - a) A review of audio/video equipment will be done, if you are using it.
  - b) Your representative should look over the room to make sure everything is set up properly.
  - c) A tour of the facilities for restroom and kitchen locations will be done.
  - d) The organization is responsible for attendees being informed of the following.
    - i. Sound can travel easily throughout this area. Please refrain from talking loudly in the lobby area and keep room doors closed during meetings as there are offices within the Community Central space as well as the rest of the building.
    - ii. Smoking is only permitted in the dock area of the building.
    - iii. Location of restrooms in the Community Central meeting area. Additional restrooms are not available in the CFNLA main office.
    - iv. As the contact for your group, it is your responsibility to ensure attendees follow all applicable policies. **It is important to explain to your group that you are the contact for the meeting and that the Community Foundation is not.**
7. Check-out procedures: Meeting representative should return to the CFNLA office before leaving. Our goal is to have conference rooms, AV/sound equipment and kitchen available immediately following a completed meeting. Refer to the "Final Inspection Checklist" that contains a list of items that will be checked. After the checklist is completed, organization representative should sign and date form. A CFNLA representative will then sign acknowledging condition of room.