



## **Meeting Room Reservation Policy Packet**

*Opening Our Doors to the Community*

**185 Oakes Street SW  
Grand Rapids, MI 49503  
616.454.1751 Phone  
[infor@grfoundation.org](mailto:infor@grfoundation.org) Email**

# Policies and Procedures for Meeting Room

## Reserving Meeting Room

Grand Rapids Community Foundation is pleased to open our doors to the community by allowing local nonprofit organizations to use our conference room. To maintain the 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 the reserved date so another organization may be able to use the space.

## Policies for Use of Meeting Room:

- 1. Eligible groups:** Grand Rapids Community Foundation's meeting room is available for use by local nonprofit organizations. Community Foundation events shall receive priority in meeting room usage.
- 2. Nature of the event:** The meeting room is designed to host in-person gatherings that will require tables and chairs. Virtual attendance or 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:** To provide flexibility for room usage, reservations must be submitted at least 30 days prior to the event date. The meeting room is available from 8:30 a.m. until 4:00 p.m., Monday through Thursday.
- 4. Cost:** There is no fee to use the meeting room.

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

# Reserving the Meeting Room

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

The Community Foundation may at their discretion 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”. The organization agrees to indemnify and hold harmless the Community 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 Community Foundation’s facilities.

- 2. Availability of Meeting Room:** The meeting room will be available and reserved on a first-come, first-served basis, except in the instance that a Community Foundation event conflicts with the reserved date. To provide flexibility for the usage of the meeting room, the Community Foundation’s general policy is to take meeting room requests up to 90 days in advance. Requests must be submitted at least 7 days prior to the requested date. No long-term or month-to-month agreements for usage of the room will be made.
- 3. Reserving the Meeting Room:** To request using the meeting room fill out the form on our website. If you need assistance completing it, please call 616.454.1751. Upon receipt, the Community Foundation will check the availability of the meeting room. The Community Foundation will contact the organization within 48 hours to notify of approval or denial.

Organizations are encouraged to perform a site visit with Community Foundation staff at least 7 business days prior to the requested date. The purpose of the site visit is to ensure the meeting room will meet the organization’s needs and give the organization’s representative an overview of the building.

Since some meetings will require catering and other setup, The Community Foundation recommends that the organization’s representative arrive at least 30 minutes prior to start time. Also, anticipate approximately 30 minutes for cleanup of room. The meeting room is to be left in the same arrangement and condition as found prior to the meeting. Please refer to page 6 for our Check-Out Procedures. **Please note:** The Community Foundation encourages the use of local caterers and can provide you with a list of caterers if needed. Please ask your caterer if they can use compostable products for plates, utensils and drinkware.

The meeting room is available to local nonprofit organizations without charge. The Organization’s meetings must not incur expense or liability to the Community Foundation (i.e., cleaning, repairs, parking, etc.). If expenses are incurred, the organization will be liable to reimburse the Community Foundation.

The Community Foundation is unable to provide or pay for parking for the organization’s attendees. There are parking lots and metered parking spaces 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 the requested date. Failure to notify the Community Foundation may prevent the 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 Community Foundation's Strategic Communications Department prior to release. The Community Foundation reserves the right to modify or deny media releases based on Community Foundation policies. In addition, the organization must have the prior approval of the Community Foundation to allow any media presence at the organization's event. If prior approval is not acquired, the media may not be allowed to attend the event.

**5. Guidelines for the Meeting Room and Premises:**

- a. A representative from your organization must remain onsite during designated meeting times.
- b. No alcoholic beverages may be possessed, served or consumed on Community Foundation premises.
- c. No tobacco products, including e-cigarettes, are permitted in the building or on the property.
- d. No firearms or other weapons are permitted in the building or on the property.
- e. The tables and chairs in the meeting room may be moved but need to be returned to their original positions.
- f. After all events, the meeting room must be left in found condition. Cleaning products will be provided.
- g. Trash containers should be emptied if excessively full.
- h. The following items, or similar items, are not permitted on Community Foundation premises. If you have a questionable item, please ask your representative.
  - Open flames, smoke machines, hanging lights, glitter, confetti, sparklers or live animals.  
Service animals are permitted.
- i. Decorations can only be added with prior Community Foundation 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.
- j. The organization is responsible for any damage caused to the facility or grounds.
- k. 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, Community Foundation staff will NOT accept deliveries for meetings.
- l. Noise and activity levels must be controlled and not interfere with Community Foundation business operations.
- m. For security reasons, all attendees are required to check in at the front desk. Meeting attendees should remain in the designated meeting space unless using restrooms or accompanied by a Community Foundation staff member.
- n. The Community Foundation will not provide copying, faxing, or administrative services.
- o. A checkout list will be provided, and the meeting room will be inspected prior to organization departure.

# MEETING ROOM & EQUIPMENT

1. **Meeting Room and Accessories Available:** The meeting room is Americans with Disabilities Act (ADA) accessible via an elevator and ramp.

**Meeting Room:** Capacity: 30 – 40

- 30 – 40 Chairs
- Round tables (60 inches or 48 inches) seat 4 per table.
- Rectangle tables (72-inch-wide x 30 inch deep) seat 2 per table.
- Projector with screen and audio
- Wireless guest network connection
- White Board
- Easel

## Room Setup:

Meeting Room – rectangle tables



Meeting Room - round tables



2. **Audio-Video Equipment Usage and Setup:** If audio-video equipment is required for the meeting, the organization’s representative should arrive half an hour prior to the start time to review the setup and use of requested equipment.

## 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 check in at reception. If there are any changes or questions, please ask the Community Foundation contact or front desk.
2. **Meeting Room:** Please look over the room to make sure everything is set up properly.
3. **Information for Attendees:** The organization is responsible for attendees being informed of the following.
  - a. Parking – notify guests that the Community Foundation will not validate parking. You can refer to our web page for available parking options.
  - b. Adjacent to our lobby area are other conference rooms and staff offices and sound travels easily throughout this area. Please keep this in mind if having conversations in this area and keep room doors closed during meetings.
  - c. Cells phones may be used but should be put on vibrate when entering the building. If a call is necessary or received, please ask the front desk if a conference room is available. If a room is not available, you may use our lower lobby but please keep the volume to a minimum or step outside.
  - d. Meeting attendees must remain in the designated meeting room or lobby area. If you would like to see the rest of the building, please inquire at the front desk if a staff member is available to give a tour.
  - e. Restrooms are in the hallway to the west of the upper lobby area.

# Check-Out Procedures

1. **Meeting Room:** Our goal is to have the meeting room available immediately after a completed meeting. A checklist will be provided to you when you arrive for a list of items that need to be completed. The 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
  - Carpet free of dirt, crumbs and debris
  - If trash (landfill) container is full – trash is carried out to dumpster
  - All attendees have departed the building
  - Lights and equipment turned off
  - Borrowed equipment/supplies returned to the Community Foundation
  - Checkout has been completed with the Community Foundation representative