



## Meeting Space Use Policy

The Kalamazoo Community Foundation is pleased to share our space with the community. In order to maintain the beauty and condition 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 the meeting it intends to have at the Community Foundation, please let us know at least two business days before the meeting date.

### Use of Rooms

#### Typical uses of our meeting spaces include, but aren't limited to:

- Strategic planning and training retreats.
- A neutral setting for nonpartisan discussions.
- Lectures, panel or small group presentations.

#### We don't approve requests for meeting space for:

- Fundraising events or events at which an admission fee is charged at the door, or where products are sold or auctioned.
- Partisan group meetings or sessions designed to promote a partisan purpose.
- Private or family events such as weddings and anniversaries.

We reserve the right to decline your request to use meeting space at the Community Foundation.

**Diversity, equity and inclusion** The Kalamazoo Community Foundation believes our community draws its spirit, vitality and character from the diverse mix of people who live and work here. We believe the strength of our community rests firmly on a commitment to value, respect and embrace diversity. We want to ensure that whenever practical, no person is excluded from services, employment or volunteer participation because of ethnicity, race, age, gender, gender identity/expression, sexual orientation, national origin, economic background/circumstances, physical and/or mental abilities, veteran status, marital status, resident legal status, philosophy/religion, or any other discriminatory reason. We intentionally strive to increase our inclusive practices and it is our expectation that those we partner with do the same.

**Nature of the event** Meeting spaces are designed to host gatherings that require tables and chairs. We can't accommodate gatherings that require an open space without furniture.

**Availability and frequency** In order to provide flexibility for room use, requests for reservations must be made at least 10 business days before the meeting date. Our conference rooms are available to groups at no cost, Monday through Thursday 8:30 am to 4:00 pm. Organizations are eligible to use the meeting rooms up to six times a calendar year.

Once you have reviewed this Space Use Policy in its entirety, complete our online Space Use Application at [www.kalfound.org/useourspace](http://www.kalfound.org/useourspace).

## **Reserving a Meeting Space**

**Availability of rooms** Meeting spaces will be available and reserved on a first come, first served basis, except in the instance that a Community Foundation meeting conflicts with the reserved date. Requests must be submitted at least 10 business days before the requested date. No long-term or month to month agreements for use of rooms will be made. An organization is eligible to use Community Foundation meeting spaces up to six times per calendar year.

**Insurance** The Community Foundation may, depending on meeting details and number of attendees, request that an organization obtain a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and naming Kalamazoo Community Foundation as “Additional Insured” and “Loss Payee.” 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 facilities.

**Reserving a room** To request a meeting space, complete our online Space Use Application at [www.kalfound.org/useourspace](http://www.kalfound.org/useourspace). When we receive your application, we will check the availability of the requested room and reserve it if it is available. The Community Foundation will respond to your request within two business days.

We request that you come to the Community Foundation to meet with a member of our team before the date of your meeting. The purpose of this meeting is to ensure the room requested will meet your organization’s needs and give your organization’s representative an overview of the building.

On the day of your meeting, your organization’s representative may be asked to arrive at least 30 minutes before the meeting’s start time. Please also allow time after your meeting for cleanup of the room or rooms you use. Rooms are to be left in the same arrangement and condition as you found them in.

Your organization’s meeting must not incur expense or liability to the Community Foundation (i.e. long distance phone charges, parking, etc.). If expenses are incurred, your organization will be required to reimburse the Community Foundation. Parking for your guests is the responsibility of your organization. There is limited parking available in our parking lot. Additional parking is available on the street. Check with the Community Foundation team member assigned to you regarding parking availability for your requested meeting date. You may want to suggest that your guests walk or carpool if convenient.

## **Guidelines for Meeting Spaces and Premises**

A member of the Community Foundation’s team will be assigned to your organization upon reservation confirmation. This person will be your contact before your meeting and when you are on site. A representative of your organization must remain on site during designated meeting times.

**Administrative services** The Community Foundation will not provide copying, faxing or other administrative services.

**Alcohol and Tobacco** Alcoholic beverages may not be possessed, served or consumed on Community Foundation premises, unless special permission is granted. The Kalamazoo Community Foundation building and property is a smoke-free environment. Tobacco use is not permitted.

**Audio/Visual** We are able to provide limited “tech support” in the initial setup of audio/visual equipment. You are welcome to come in before the day of your meeting to test your equipment (please call to make arrangements).

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

**Decorations** The following items, or similar items, are not permitted on Community Foundation premises. If you have a questionable item, please ask your Community Foundation team member.

- Open flames
- Hanging lights
- Confetti
- Smoke machines
- Glitter
- Sparklers

Decorations can only be added with prior written permission from the Community Foundation. The following are not allowed on walls: tape, nails, thumb tacks, putty or any other item that may affect the appearance of the wall when removed.

**Deliveries** 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. Kalamazoo Community Foundation staff will not accept deliveries. Your organization is responsible for any vendors it employs for the meeting.

**Food and Beverages** You may have your meeting catered or bring in food and beverages yourself. Please also bring anything you’ll need to serve any food and beverages (i.e. serving platters, bowls and utensils; plates; cups; cutlery; etc.). Listed below are a few restaurants/caterers we have worked with and who are familiar with our space. If you’d like to know about our experiences working with them, please feel free to ask us.

- Ample Pantry / 269.375.8300
- Cassandra’s Catering / 269.598.9535
- Food Dance / 269.382.1888
- Jimmy John’s / Downtown / 269.226.9100
- Monkey Shines BBQ and Catering / 269.569.6519
- Panera / Gull Road / 269.345.8888
- Pistachios / 269.388.4806
- Qdoba / West Main Street / 269.345.9000

**Live Animals** Other than service animals, live animals are not permitted.

**Mailings and Media** Any media and/or public announcements regarding your meeting at our space must be approved by the Community Foundation’s Marketing Communications team prior to release. In addition, your organization must have prior approval of the Community Foundation to allow any media presence at the meeting. If prior approval is not obtained, media may not be allowed to attend the meeting.

**Noise** Noise and activity levels must be controlled and not interfere with Community Foundation business operations.

**Safety and Security** For safety and security reasons, all meeting organizers and participants must sign in at our reception desk. Meeting organizers and participants must also check out at our reception desk. Children must always be under the care and supervision of adults who are participating in your meeting.

**Weapons** Unless carried by a law enforcement officer, weapons of any kind — concealed or openly carried — are not permitted.

**Weather** If you choose to cancel your meeting due to weather (i.e. thunderstorm watch/warning, tornado watch/warning, snow advisory, winter storm watch/warning), please notify us as soon as possible. If we decide to close our office due to inclement weather, we will notify you as soon as the decision is made. Very occasionally we open our office late if road conditions are poor or weather conditions are unsafe. These decisions are made on a case-by-case basis, so we encourage you to call ahead.

Following use of the meeting room, your organization must return the room to its original state and complete the Meeting Space Check Out (provided upon arrival or request prior to the meeting), which will be reviewed by our team before your organization's representative leaves the Community Foundation premises.