



**CONFERENCE  
ROOM  
AND  
FACILITIES  
POLICY**

The conference rooms at the Wabash Valley Community Foundation, Inc. (Community Foundation) were designed, in part, to be a community resource for groups to come together and meet. We are pleased that you would like to use our facility. However, in order to maintain the beautiful nature of this facility and make it available to as many groups as possible, the Community Foundation Board of Directors has established the following guidelines:

## GENERAL INFORMATION

**1. General Information.** There are three conference rooms available for use by Wabash Valley non-profits at no cost. The large conference room has the flexibility to seat up to 50 individuals in a theater-style layout. The medium conference room seats up to eight, and the small conference room seats up to six. Layout options for the large conference room are included in this information packet, as well as a floor plan of the building designating the location of the conference rooms in the building.

In order to provide flexibility for Community Foundation meetings, our general policy is to allow an organization to use the conference rooms no more than six times per year. Reservations may not be used for recurrent monthly meetings.

The conference room is located on the main level of the Community Foundation and is ADA accessible via ramp. ADA parking spaces are also available in the front of the building.

The Community Foundation reserves the right to welcome a group using the conference room prior to the meeting. This will take no longer than 5 minutes.

The Community Foundation may, depending on event details and number of attendees (40 or more) request that an organization obtain a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and name the Wabash Valley 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.

The building and property of the Community Foundation are designated as smoke-free and tobacco-free environments.

**2. Eligibility and Priority for Use of Conference Rooms.** The conference rooms will be available only to local nonprofit organizations for business related meetings. Private parties, religious services, sales solicitations, etc. are not permitted.

Community Foundation meetings have the highest priority for use of the conference rooms in the facility. Other organizations may use the conference room when it is available and the activities of the organizations do not conflict with other activities planned by the Community Foundation.

In addition, the grounds of the Community Foundation cannot be used for events by outside groups where the primary purpose is fundraising (i.e. car washes, rummage sales, galas, silent auctions, gambling events, etc.). The Community Foundation reserves the right to deny the conference rooms and property to any organization based on the priorities of the Community Foundation and reserves the right to amend this policy as it sees fit.

**3. Publicity/Printed Materials.** Permission to use the Conference Room is not an endorsement of the organization or the event by the Wabash Valley Community Foundation. Publicity for a meeting must be worded in a manner which does not state or imply Community Foundation sponsorship. Organizations may use the street address of the Community Foundation as the meeting location in publicity materials. A line stating "...at the Wabash Valley Community Foundation Building" is allowed on printed materials. However, the name, address, or telephone number of the Community Foundation must not be used as the official address, headquarters of the organization and/or contact for the event. The Community Foundation logo must not be used in publicity materials.

**4. Availability of Conference Room.** The conference room is available to local nonprofit organizations without charge Monday through Friday between 8:00 a.m. and 4:00 p.m. All meeting participants must vacate the Community Foundation premises by 4:45 p.m. Meetings must not incur costs and/or liability to the Community Foundation (i.e. long distance phone charges, etc.). NOTE: If a meeting begins at 8:00 a.m., you may set up the room the afternoon prior to the meeting, permitting the room is available.

In general, the large conference room is not available for outside agencies on the last Wednesday of January, March, May, July, September or November.

**5. Reservations and Cancellations.** Conference rooms are available on a first come, first served basis. Reservations must be made with the Community Foundation Administrative Assistant or designee and should be made no later than one month prior to the meeting date. A reservation form is provided with these guidelines.

Room cancellation by the organization is required no less than five working days prior to the meeting date. The Community Foundation reserves the right to withdraw its offer of conference room usage should an internal need supersede it; however, once a room confirmation has been given, it will be honored subject to weather as described below.

In the event the Community Foundation closes due to inclement weather, an emergency, power failure etc., the Community Foundation reserves the right to cancel a scheduled meeting. If the Community Foundation closes, a representative from the Community Foundation will contact either the primary or secondary meeting contact listed on the organization's room request form. It is the responsibility of the organization to contact the meeting participants regarding a cancellation. The Community Foundation designee will work with you to reschedule your meeting for the earliest possible date.

**6. Specific Guidelines on the Use of the Conference Room.**

- The Community Foundation will not provide copying, faxing or secretarial services.
- No alcoholic beverages may be served in the facility.
- Tables and chairs may be moved but need to be returned to original positions.
- Door(s) to the conference room need to be closed before the meeting starts. Noise and activity levels should be controlled and not interfere with Community Foundation business operations.
- Trash should be placed in trash containers provided in the conference room. (*The Community Foundation cleaning crew will empty trash containers in the evening.*)
- Liquids must be disposed of in the sink in the serving area.
- There is no garbage disposal, so no food should be put in the drain.
- The property is a "drug-free" facility.

- The Community Foundation recycles and asks that all recyclable products are put in the proper bin.
- Tables, chairs and floor must be clean and free of any items that were brought in for the meeting.
- The following items are not permitted in Community Foundation conference room or on Community Foundation property:
  - ♦ Scotch tape on the walls or doors (“wall saver” tape is allowed)
  - ♦ Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers and live animals. Service animals are permitted.
  - ♦ Decorations may be added with the permission of the Community Foundation executive director or her designee.
- Deliveries for events must be made only on the day of the event, and a member of the organization hosting the meeting must be present to accept the delivery – Community Foundation staff will NOT accept any deliveries for the meeting.
- Organizations are held responsible for any vendors employed for an event.
- Meeting attendees should remain in the meeting space. For security reasons, attendees should not walk through Community Foundation office space unless using the restroom facilities or accompanied by a Community Foundation staff member.
- Children must always be under the care and supervision of adults.
- Organizations will be billed for any damages caused to the facility, grounds or equipment.
- Organizations providing food and/or beverages for meetings must make prior arrangements to bring in the food and/or beverages. The Community Foundation does not provide food or beverages to organizations using its space.
- The Community Foundation will not take reservations for an event held by an outside agency.

**7. Parking.** The Community Foundation has limited parking spaces. Approximately 20 spaces are available in the lot at 9th and Walnut streets, and four parking spaces are available in the front of the building for organizations using the conference rooms.

The Community Foundation reserves the remainder of the parking spaces on its property for Community Foundation guests and staff. If the reserving organization needs additional spaces, it is the responsibility of the organization to contact the businesses listed below to see if they can accommodate parking needs and to notify meeting participants of parking arrangements.

**Tribune Star** ♦ 222 S. 7th Street Terre Haute, IN 47807 ♦ (812-231-4200)

**Vigo County Federal Credit Union** ♦ 128 S. 8th Street Terre Haute, IN 47807 ♦ (812-232-9697)

**Old National Bank** ♦ 701 Wabash Avenue Terre Haute, IN 47807 ♦ (812-462-7000)

Free public parking is available on the streets surrounding the Community Foundation.

**8. Available Items for Use in the Conference Room:**

- Wireless network connection (organization must supply laptop)
- PowerPoint Equipment
- Microphones
- Conference calling (organization will be billed for the cost of the conference call)
- Tables
- Chairs
- Counter tops
- Ice machine
- Coffee makers & carafes (organization must supply the coffee, creamer, sweetener, cups, stirrers, etc.)
- Refrigerator (if space is available)

## POSSIBLE CONFERENCE ROOM SETUPS

### Rectangle Set for 30



### Square Set for 20



### Square Set for 12



**Dinner Style Set for 38**



**Classroom Style Set for 40**



**Theater Style Set for 50**





**REQUEST FOR CONFERENCE ROOM USE**  
**Wabash Valley Community Foundation**

**Organization Information**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Is your organization a 501(c)(3)?  Yes  No EIN Number: \_\_\_\_\_

**Contact Information**

Primary Contact: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Meeting Information**

Date of Meeting: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Name of Meeting: \_\_\_\_\_

Meeting Purpose: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

***Add one half-hour to the start and end times to allow for setup and clean-up. If more than one half-hour is needed for the setup or cleanup, please indicate below how much time is needed.*** \_\_\_\_\_

**Room Information**

Rectangle

U-Shape

Square

Dinner Style

Classroom

Theater

Other (please describe): \_\_\_\_\_





**AGREEMENTS & AUTHORIZATION**  
**For use of the Wabash Valley Community Foundation**  
**Conference Rooms**

I have read the Conference Room Policy and understand the terms set forth in this policy. Any violation of the policy may result in denial and/or cancellation of future use of the conference room.

I understand that approval to use a conference room is not an endorsement by the Wabash Valley Community Foundation.

I understand that my organization is responsible for bringing all necessary supplies, materials and refreshments and/or making arrangements for catering.

I understand that booking a conference room is subject to availability and that I will receive an email either confirming or declining my request.

By signing this form, I agree to the terms and conditions set forth in this policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
NonProfit Organization Representative

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Wabash Valley Community Foundation  
Administrative Assistant or Designee