

***Nonprofit Conference Center***

***Center for Community Philanthropy***

The Nonprofit Conference Center within the Center for Community Philanthropy (Center) was built in part to be a community resource for groups to gather together with purpose. The Porter County Community Foundation (Foundation) is pleased that you would like to use the Center. We have established the following guidelines to help manage the use of the facility for the benefit of all in our community:

1. **General Information.** Permission to use the Center is not an endorsement of the user by the Foundation.

Publicity for a meeting that is not sponsored or co-sponsored by the Foundation must not be worded in a manner which states or implies Foundation sponsorship. Organizations may use the street address of the Foundation as the meeting location in promotional materials. However, the name, address or telephone number of the Foundation shall not be used as the official address, headquarters of the organization and/or contact for the event.

The Foundation’s logo should not be used in promotional materials.

The Foundation may, depending on the event details and number of attendees (40 or more or regularly scheduled meetings), request that an organization provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least $500,000 and naming the Porter County Community Foundation as “Additional Insured” and “Loss Payee.” Such insurance is to be provided on a primary and non-contributory basis, and the Organization waives for itself and its insurer any and all rights of subrogation against the Foundation and its affiliates. Organizations agree to indemnify and hold harmless the 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 Foundation facilities.

1. **Availability of Community Rooms.** The community rooms are available at no charge for use by Porter County nonprofit organizations, not individuals, for activities that are: charitable (501(c)(3) organizations and/or qualified 501(c)(3) purposes), educational and/or that promote community building and/or civic engagement. Rooms are generally available for use Monday through Friday from 7:00 a.m. to 9:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. Meetings that are open to the public are allowed during the Foundation’s normal business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.). Organizations who wish to hold meetings that are open to the public outside of these hours must contact the Foundation to arrange for someone from the Foundation staff to be present for the event. A variance from these parameters may be requested and shall be considered on a case-by-case basis. The goal is to make the facility broadly available to promote the good work taking place throughout Porter County. In addition, all users must be able to demonstrate they operate without discrimination on the basis of age, race, religion, sex, disability or national origin. Meetings must not incur costs and/or liability to the Foundation.

Reservations for community rooms will be made with the following guidelines:

* Community rooms will be available on a first come, first served basis.
* Reservations for the upcoming calendar year may be made on or after October 1.
* Reservations must be made with the Foundation Receptionist or his/her designee.

Community rooms will not be available for the following:

* Private parties and social functions such as wedding receptions, dances, parties, etc.;
* Religious services;
* Sales solicitations;
* Activities that would subject the Center to extraordinary stress or increase the hazard of fire;
* Activities, other than conferences or workshops, where a fee is charged for participation;
* Fundraising events such as car washes, rummage sales, galas, silent auctions, gambling events, etc.;
* Assembling to criticize or express opposition to the government of the United States or the state of Indiana or to express opposition to any race or religious faith;
* Annual meeting celebrations unless they are strictly business in nature; and
* Political party functions or activities.

The Foundation reserves the right to amend and make exceptions to this policy as it sees fit and to deny community rooms to any organization based on the priorities of the Foundation.

The Foundation reserves 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 we may offer the facilities to another organization.

If it appears that any organization’s use of the room(s) is excessive to the exclusion of others, the Foundation reserves the right to limit the number of reservations allowed within a 12 month period.

In the event the Foundation closes due to inclement weather, an emergency, power failure, etc., the Foundation reserves the right to cancel a scheduled meeting. Foundation offices will automatically be closed if the county issues a state of emergency closing the roads. If the Foundation closes, a representative from the 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 Foundation designee will work with you to reschedule your meeting for the earliest possible date.

All community rooms are ADA accessible.

1. **Reserving a Conference Room.** To request the use of a conference room, a request form must be completed and returned to the Foundation. Upon receipt, the Foundation will check availability of requested room and, if available, reserve it. The Foundation will contact the organization within 48 hours to notify of approval or denial.

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

1. **Technology.** The Foundation will make every attempt to ensure its technology is functional. The Foundation assumes no responsibility or liability in the event of a technology failure. It is recommended that the user be prepared if such an event should occur.
2. **Parking.** Parking is available when using the Center. If you will require more than 50 parking spaces, please contact the Foundation to discuss possible overflow parking options.
3. **Kitchen.** A catering kitchen is available to groups using the community rooms which includes a full size refrigerator, microwave, sink and dishwasher but no stove. Any items placed in the refrigerator or freezer for use during a meeting must be removed when leaving the building.
4. **Specific Guidelines for the Use of the Community Rooms.**
* No alcoholic beverages may be served in the facility.
* The building and grounds of the Foundation are designated as smoke-free and tobacco-free environments.
* An adult age 21 or over must be on site at all times during the use of the facility.
* Door(s) to your meeting room need to be closed before your meeting starts.
* Dispose all trash items in trash containers provided in your meeting room. The Foundation will empty the trash containers.
* After all events, community rooms and furniture must be left in found condition. The following items must be clean and free of any items that were brought in for the meeting:
	+ Tables
	+ Chairs
	+ Counter tops
	+ Floor
	+ Coffee pots

Cleaning solution and a vacuum cleaner are available, if needed.

* Only “wall saver” tape is allowed on walls. Nothing may be pinned to the walls or hung from the ceiling.
* Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers and live animals are not permitted. Service animals are permitted.
* Decorations can only be added with the permission of the Foundation designate.
* Organizations will be billed for any damages caused to the facility, grounds or equipment.
* If additional cleaning services are required because of spillage and/or damage, user will be billed for charges incurred.
* The Foundation will not be responsible for any loss of valuables or personal property during the use of the Center. The user assumes all responsibility for security during the use of the Center.
* Noise and activity levels should remain in the meeting space.
* Children must always be under the care and supervision of adults.
* Outside doors on the east side of the Dune Room and the west side of the hallway are for emergency exit only.
* The Foundation recycles so please recycle plastic in the receptacles.
* Lights shall be turned off upon exiting the building.
* Doors will automatically lock upon exit. The user shall reactivate the security alarm upon exiting the building.
* The Foundation does not assume responsibility for taking messages for participants during events.

Following the use of the community room, the organization must return the room to its original state and complete the “Final Inspection Check List.” Please leave the completed form on the counter for review by the Foundation.

The Foundation reserves the right to modify any of the foregoing and/or add additional requirements if warranted based on the type of event requested. Organizations causing damage to the facility may be denied future use. The Foundation will consider requests on a case-by-case basis and the decision of the Foundation will be considered final.

1. **Available Items for Use in Individual Community Rooms.**

Dune Room

Capacity: 32 Seats Classroom; 44 Seats Theatre; 24 Seats Square

* Tables
* Chairs
* Podium
* Projector and Screen
* Wifi
* Easel for flip chart (organization must supply paper and writing instruments)
* Coffee Service
* Water

Harvest Room

Capacity: 32 Seats Classroom; 44 Seats Theatre; 24 Seats Square

* Tables
* Chairs
* Podium
* Projector and Screen
* Wifi
* Easel for flip chart (organization must supply paper and writing instruments)
* Coffee Service
* Water

Lake Room

Capacity: 40 Seats Classroom; 52 Seats Theatre; 28 Seats Square

* Tables
* Chairs
* Podium
* Projector and Screen
* Wifi
* Easel for flip chart (organization must supply paper and writing instruments)
* Coffee Service
* Water

Lake and Harvest Rooms can be combined into one room that accommodates 60 Seats Classroom; 106 Seats Theatre; 44 Seats Square. There is also a microphone available when combining the rooms.

River Room

Capacity: 12 Seats at an Oval Table

* Table
* Chairs
* Computer and TV Monitor
* Wifi
* Easel for flip chart (organization must supply paper and writing instruments)
* White Board
* Coffee Service
* Water



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**Request Form**

Please complete the below form and email along with any additional information to center@pccf.gives. Please note that submission of this request form is **NOT** confirmation. A written confirmation will be emailed to you within 48 hours after your request has been received.

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| Organization Information |
| **Organization:** |  |
| Address: |       |
| City: |       | State: |    | Zip: |       |
| Phone: |       | Fax: |        |
| Web site Address:  |  |
| Are you a nonprofit:  | [ ] Yes [ ]  No |
| Have you used the Center in the past?  |
| [ ] Yes If so, last date used:  |       |  [ ] No  |
| **Meeting Primary Contact:** |  |
| Title: |       |
| Phone Number: |       | E-mail: |       |
| Cell Phone or after hours contact number: |       |
| **Secondary Contact:** |  |
| Title: |       |
| Phone Number: |       | E-mail: |       |
| Cell Phone or after hours contact number: |       |

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| Meeting information |
| **Name of Meeting:** |  |
|  | Please make sure this is the name of the meeting that your guests will be asking for. |
| Purpose of Meeting:  |       |
| Day(s), Date(s) of Meeting: |       |
| Beginning Set Up Time: |       | Start Time: |       | End Time: |       |
| **Community Room Requested:** |
| [ ] Dune Room (Capacity 24 - 44) |
| [ ] Harvest Room (Capacity 24 - 44) |
| [ ] Lake Room (Capacity 28 - 52) |
| [ ] Harvest and Lake Rooms (Capacity 44 - 106) |
| [ ] River Room (Capacity 12) |
| **Number of Attendees Expected:**  |       |
| There are 50 parking spaces available on the property. Please indicate if you need the Foundation to contact the Valparaiso Parks Department about additional parking availability at Fairgrounds Park. [ ] Yes we will need additional space. [ ] No 50 spaces will be sufficient. |
| Audio – visual needs (must reserve when scheduling room) |
| **Dune Room (***32 Seats Classroom; 44 Seats Theatre; 24 Seats Square***)****Room Setup****[ ]  Classroom for \_\_\_ Seats [ ]  Theatre for \_\_\_ Seats** **[ ]  Square for \_\_\_ Seats [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Equipment Needs****[ ] Podium****[ ] Projector/Screen****[ ] Wi-fi access****[ ] Easel for flip chart** **[ ] Coffee service****[ ] Use of kitchen****Harvest (***32 Seats Classroom; 44 Seats Theatre; 24 Seats Square***)****Room Setup****[ ]  Classroom for \_\_\_ Seats [ ]  Theatre for \_\_\_ Seats** **[ ]  Square for \_\_\_ Seats [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Equipment Needs****[ ] Podium****[ ] Projector/Screen****[ ] Wi-fi access****[ ] Easel for flip chart** **[ ] Coffee service****[ ] Use of kitchen** |
| **Lake Room (***40 Seats Classroom; 52 Seats Theatre; 28 Seats Square***)****Room Setup****[ ]  Classroom for \_\_\_ Seats [ ]  Theatre for \_\_\_ Seats** **[ ]  Square for \_\_\_ Seats [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Equipment Needs****[ ] Podium****[ ] Projector/Screen****[ ] Wi-fi access****[ ] Easel for flip chart** **[ ] Coffee service****[ ] Use of kitchen** |
| **Harvest and Lake Rooms (***60 Seats Classroom; 106 Seats Theatre; 44 Seats Square***)****Room Setup****[ ]  Classroom for \_\_\_ Seats [ ]  Theatre for \_\_\_ Seats** **[ ]  Square for \_\_\_ Seats [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Equipment Needs****[ ] Podium [ ] Projector/Screen****[ ] Microphone [ ] Wi-fi access****[ ] Easel for flip chart [ ] Coffee service****[ ] Use of kitchen****River Room (***12 Seats at an Oval Table***)****Equipment Needs****[ ] Computer****[ ] TV Monitor****[ ] Wi-fi access****[ ] Easel for flip chart** **[ ] White Board****[ ] Coffee service****[ ] Use of kitchen** |

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| catering information |
| **Will the meeting be catered?** | [ ] Yes | [ ] No |
| **If yes, name of caterer:** |  |
| **Please make sure a contact person from your organization is present to accept food/caterer delivery. The Foundation will not accept delivery of any items.** |
| Caterer’s arrival time: |       | Caterer’s return time: |       |

I have read, understand and agree to adhere to the Guidelines for use of the Nonprofit Conference Center.

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Signature and Title Date