Facility Use Handbook

Revised September 2019

Operated and managed by the

Northern New York Community Foundation

Located within the Northern New York Philanthropy Center
The Northern New York Community Foundation is pleased to open its doors to the community at the Philanthropy Center by allowing local nonprofit and community organizations to use its conference rooms and meeting facilities. Our vision is to become a gathering place for community philanthropy; a physical place where we welcome donors, nonprofit and community organizations to join together, address community issues of shared concern and promote improved quality of life for our region.

An important part of this vision is to enable local nonprofit organizations to use our facilities at little or no cost. In consideration of this, we also expect those who gather here to treat the property as if it was your own, and to use good judgment so we can continue to maintain a resource in this way in the future. Organizations that do not care for and respect the use of the Philanthropy Center may not be allowed to return and may also be responsible for any damages that result from misuse. It is also important to recognize that this is not a for-profit conference center and operates primarily as “self-serve.” We do not have adequate staff or resources to serve the needs of all who use the Philanthropy Center and its facilities. If your organization is interested in utilizing space, please read through the following policies and procedures to learn more.

**Room use policies**

1. **Eligible groups:** The Philanthropy Center conference rooms are available for use by nonprofit and community organizations. The Northern New York Community Foundation reserves the right to make a determination of eligibility.

2. **Ethical standards:** The Community Foundation presumes that all organizations hosting events at the Philanthropy Center will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability. The Foundation expects all users to always conduct themselves in a respectful and professional manner.

3. **Nature of event:** Our facilities are designated for the benefit of the nonprofit community. Commercial uses (i.e., political or business events) or private parties (i.e., wedding receptions, anniversary and birthday parties, bridal and baby showers, etc.) are strictly prohibited. Additionally, the space is reserved for collaboration and meetings. Celebratory events and fundraisers will not be considered. We must be notified in advance if any admission fee is being charged for a gathering or event.

4. **Availability and frequency:** In order to provide maximum flexibility for room usage, reservations must be submitted at least 30 days prior to the event date. Requests to use the conference rooms will be granted when rooms are available and meetings do not conflict with activities scheduled by the Community Foundation or other building tenants. The Foundation reserves the right to deny room usage to any organization based on priorities or policies. Requests to use the facilities on a regular basis, (i.e., weekly, monthly, etc.) will be considered on a case-by-case basis.

5. **Cost:** The Foundation does not operate the Philanthropy Center as a profit-making enterprise, but it may seek to cover the costs of cleaning and setting up space when organizations use the facilities.

6. **Insurance:** Organizations may be asked to provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least $500,000 and name the Northern New York Philanthropy Center as “Additional Insured” and “Loss Payee.” Organizations will 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 our facilities.
7. **Food and beverages**: Food and beverages are allowed in the facility. However, we must be notified when making a reservation that food or beverages will be served. Organizations must provide and arrange their own food service or caterer. The Philanthropy Center does not have on-site cooking facilities. A representative of the organization must be present to meet caterers or other delivery services. Community Foundation staff **WILL NOT** accept food deliveries on behalf of the reserving organization. The Foundation does not provide any food or beverage service, supplies or equipment for organizations. It is the responsibility of the organization utilizing the facility to ensure that all food and beverages are removed from the premises at the end of their scheduled time. In addition, no outside appliances may be used. If any spills or other damage occurs as a result of food or beverages being served, the Foundation must be notified immediately. The reserving organization will be responsible for the cost of any additional cleanup required, or replacement, if necessary.

8. **Alcohol**: No alcoholic beverages may be possessed, served or consumed on Foundation premises during working hours. Alcoholic beverages may be allowed on the premises after business hours only with prior written approval of the Foundation and proper permits.

9. **Telephone use**: The Foundation’s meeting room phones are to be used for emergencies only. A conference telephone is available for use with at least 48 hours prior arrangement with the Foundation. Users must provide and manage their own conference service.

10. **Technology**: The Foundation has large monitors in every room equipped with HDMI jacks. Organizations must provide their own technology (laptops, etc.) when using the facility. Any inquiries about technology must be made at least 48 hours prior to the scheduled use. No last-minute requests for technology assistance will be accommodated.

11. **Restrictions**: Facility users may charge for registration or materials used in the program or allow for collection of membership fees. Organizations using the facility shall indemnify and hold harmless the Foundation, its Board of Directors and employees from any and all claims or actions attributable to use of the meeting spaces. Users of the facilities may not use the Foundation as a mailing address. Facility users are also prohibited from using the Community Foundation’s telephone number as a point of contact for meetings and/or events at the Philanthropy Center. Foundation staff will not take messages for facility users.

**Reserving a conference room**

1. **Eligibility and priority for conference room use**: Organizations may reserve conference rooms when they are available and meetings do not conflict with activities scheduled by the Foundation and/or tenants residing in the Philanthropy Center. If a conflict should arise, staff will work with organizations to either relocate the meeting to another room or reschedule to another day. We reserve the right to deny room usage to any organization based on the Philanthropy Center’s priorities or policies.

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 Community Foundation event conflicts with the reserved date. In order to provide flexibility for the usage of rooms, our general policy is to take conference room requests up to 30 days in advance. If you find you need to cancel your reservation, please notify us as soon as possible so that we may accommodate other organizations. Failure to do so may result in a cancellation fee of $25 and/or inability to reserve the facilities in the future. Conference rooms are available weekdays during normal business hours. Requests to use the Philanthropy Center for two or more consecutive days will be reviewed on a case-by-case basis.
3. Reserving a conference room: To reserve a meeting room at the Philanthropy Center, please contact Mary Perrine, Community Foundation coordinator of partnerships, 315-782-7110 or maryp@nnycf.org.

4. Site visit: Organizations are encouraged to conduct a site visit with Foundation staff at least 15 days prior to the requested use date. The purpose of the site visit is to ensure the room requested will meet the organization’s needs and give your organization’s representative an overview of the building, as well as coordinate any possible technology needs.

5. Arrival and departure procedures: Since some meetings may require catering and other setup, we recommend that your organization’s representative arrive at least 30 minutes prior to the start time. Also, you should anticipate approximately 30 minutes for room cleanup after your meeting. Conference rooms should be left in the same arrangement and condition found prior to your meeting. Rearrangement of all room fixtures — even temporarily during use — including desks and other furniture is strictly prohibited.

6. Parking: Limited visitor parking is available onsite. Street parking is available. Additionally, there are several public parking lots nearby, such as the JB Wise lot and the Stone Street lot. Please contact the Foundation if you need more information. Parking spaces behind 215 Washington Street are not available. Guests parking in that lot are subject to towing at their own expense. Please notify your guests accordingly.

7. Mailings, media releases or media present for event: Any media releases (newspaper, television, mailings, etc.) referencing your event at the Philanthropy Center must be reviewed and approved by the Community Foundation’s communications director prior to release. We reserve the right to modify or deny media releases based on Philanthropy Center/Foundation policies. In addition, your organization must have prior approval from the Foundation to allow media attendance at your organization’s event. Publicity announcing meetings/events must state: “This program is sponsored by [name of user organization].” References in ANY form to the location must either state: “Northern New York Community Foundation” or “Northern New York Philanthropy Center,” or both. Any reference to “Black River Valley Club” should be avoided.

8. Consent to be photographed and fair use. The Community Foundation may photograph meetings and/or events at the Philanthropy Center and publish them in Community Foundation newsletters and/or communications collateral (i.e., facility brochures, etc.). Photographs of Philanthropy Center meeting and/or event attendees may also be used on the Community Foundation’s social media pages and/or website. Use of Philanthropy Center facilities implies consent to be photographed and appear in previously stated media.

Guidelines for conference rooms and premises

1. Your organization’s representative must remain onsite during designated meeting times. Ensure your representative’s contact information is provided on the request form. Keep in mind, this representative may often not be the person who reserved the room.

2. The Philanthropy Center and its property is a tobacco-free site. All tobacco products, e-cigarettes and vaping devices, and all forms of smokeless tobacco (i.e., chew, snuff or dip) are strictly prohibited in the building and anywhere on the property.

3. Rearrangement of room configurations of any kind are NOT ALLOWED without prior approval of the Foundation. The only room that may be configured is the large theater-style room (Room 3). Rooms 1, 2 and 4 are furnished with fixed desks and/or tables that may NOT be moved.

4. Please refrain from using additional spaces (including main lobby or other common areas), other than the
assigned space for your meeting, without consent of Foundation staff as there may be other meetings scheduled.

5. DO NOT open room windows or outside building doors. If the temperature is not conducive, please adjust the thermostat as necessary. If, for some reason, this does not rectify the situation, please contact a Foundation representative for assistance.

6. Window treatments may not be adjusted. If there is a reason to adjust them due to necessary changes in lighting, please contact a Foundation representative.

7. After all events, conference rooms and the first-floor kitchen area must be left in found 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), floors; refrigerator (inside and out); trash containers should be emptied if excessively full or contain food waste.

8. The following items, or similar items, are not permitted on our premises: open flames, smoke machines, hanging lights, glitter, paint, confetti, sparklers, feathers, live animals or weapons of any kind. Service animals are permitted. If you have a questionable item, please contact the Foundation in advance of the event.

9. Materials may not be affixed to the walls or windows of the meeting rooms by tape or other manner at any time under any circumstances.

10. Decorations can only be added with prior written permission. 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.

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

12. Deliveries for meetings may only be made the date of the meeting and a member of your organization must be present to accept delivery. Our staff will not accept deliveries for meetings. Your organization is responsible for any vendors it employs for an event.

13. Noise and activity levels must be controlled and not interfere with normal business operations of the Foundation, tenants and other guests. This is especially true in the atrium and other common areas.

14. Meeting attendees should remain in the designated meeting space, unless using restrooms, kitchen area or accompanied by a Foundation or tenant staff member.

15. We do not provide copying, faxing, telephone, email or secretarial services.

16. Children must always be under the care and supervision of adults.

17. The Community Foundation and Philanthropy Center are not responsible for any items that may be lost, misplaced or stolen during your event.

18. Following the use of meeting facilities, your organization must be checked out by a Foundation staff member and complete a Facility Final Inspection Checklist (see page 11).

Rooms and accessories

1. Conference rooms and available accessories: The Philanthropy Center offers a small kitchen equipped with a microwave and full-size refrigerator. It does not contain an oven or stove. Conference rooms are designed to host gatherings that require tables and chairs. Please select a room that will accommodate your meeting size and needs. All conference rooms are fully accessible and comply with the Americans With Disabilities Act (ADA). Second and third floors of the Philanthropy Center may be accessed via an elevator.

2. Use during regular business hours: Philanthropy Center rooms are available during Community Foundation regular business hours, Monday through Friday, 9 a.m. to 5 p.m.
3. **Evening or weekend use:** The Foundation does not employ staff outside its regular business hours of Monday through Friday, 9 a.m. to 5 p.m. As there may be costs associated with keeping the Philanthropy Center open at times other than regular business hours, requests for events will be reviewed and approved only on a case-by-case basis.

4. **Scheduling:** Scheduling must be made at least 30 days in advance. A signed facility use policy and copies of any applicable insurance certificates must be received within 20 days of the scheduled event.

5. **Before or after business hours:** For any events that begin or end before or after regular business hours, arrangements may be made for the lobby doors to be opened. We recommend that you discuss anticipated arrival times for guests, caterers and others and plan for their arrival with Foundation staff as part of your meeting preparation. For your security and the security of those working and visiting the Northern New York Community Foundation Philanthropy Center, **DO NOT** prop open or hold open exterior or meeting area doors in the lobby at any time for any reason. It is the responsibility of the organization hosting the event to monitor entrance into the building throughout the event. Please note that the Washington Street entrance is an **EMERGENCY EXIT ONLY.** No entrance should be made through any doors other than the main entrance.

### Room descriptions

**Room 1**
- **Setting:** Board-style seating for up to 20
- **Technology:** Monitor with HDMI port for ease of use

**Room 2**
- **Setting:** Board-style seating for up to 12
- **Technology:** Mobile Monitor with HDMI connection

**Room 3**
- **Setting:** Theater-style with seating up to 45
- **Technology:** Monitors with HDMI port for ease of use. Monitors can be set up to display simultaneously

**Room 4**
- **Setting:** Board-style seating for up to 10
- **Technology:** Monitor with HDMI port for ease of use

**NOTE:** Room and seating capacity is based on permitted building occupancy and acceptable room occupancies set by local fire codes. We cannot accommodate meetings and/or groups that require seating greater than capacities outlined above.
Authorization

I have read and understand the terms of the Northern New York Community Foundation Philanthropy Center Room Use Policies and Procedures. I understand that violation of these policies may result in denial and/or cancellation of future use of meeting rooms. Permission to use our conference rooms is not an endorsement by the Community Foundation.

_________________________________________________   ______________
Signature of organization's primary contact     Date

_________________________________________________   ______________
Printed name of organization's primary contact      Primary contact cell phone

_________________________________________________   ______________
Signature of Foundation representative     Date

_________________________________________________
Name of Foundation representative
Room request form

Email, mail or fax completed form, along with any additional information to:

Northern New York Community Foundation
131 Washington Street
Watertown, New York 13601
Email: maryp@nnycf.org or Fax: 315-782-0047

Submission of this request is NOT a confirmation. A written confirmation will be emailed or faxed to you within 48 business hours after your request has been received.

Organization information

Organization: _______________________________________________________________________________________
Address: ___________________________________________________________________________________________
City: ___________________________ State: ______________________ Zip: __________________
Phone: ___________________________ Fax: ___________________ 
Meeting primary contact (Onsite): _______________________________________________________________________
Title: ______________________________________________________________________________________________
Phone number: ___________________________ Email: _________________________________________
Cell phone or after hours contact number: _____________________________________________________________
Secondary contact: _________________________________________________________________________________
Title: ______________________________________________________________________________________________
Phone number: ___________________________ Email: _________________________________________
Cell phone or after hours contact number: _____________________________________________________________

Meeting information

Meeting name: _____________________________________________________________________________________
(Ensure this is the meeting name your guests will ask for.)
Meeting purpose: ___________________________________________________________________________________
Meeting date: _____________________________________________________________________________________
Beginning setup time ___________ Start time: ___________ End time: ________________
Number of expected attendees: ________________________________________________________________

You are aware the Community Foundation has very limited onsite parking. Street parking is available as well as public parking nearby. (Parking is NOT available behind 215 Washington Street. Violators are subject to towing.)
Audio visual technology needs
Must reserve when scheduling room (circle below)
  Podium or speaker’s table
  Flat-screen TV (requires HDMI connection to laptop)
  Wireless network connection (organization must supply laptop)
  Conference phone

Catering information
Will food and/or beverages be served at the meeting? Yes ________ No ________
Will the meeting be catered? Yes ________ No ________
If yes, name of caterer: _______________________________________________________
Please ensure a contact person from your organization is present to accept food/caterer delivery.
The Community Foundation WILL NOT accept delivery of any items.
Caterer’s arrival time: ___________________________ Caterer’s departure time: ___________________________

Authorization
I have read and understand the terms of The Foundation Room Policy. Any violation of the policy may result
in denial and/or cancellation of future use of the community rooms.

_________________________________________________   ______________
Signature of organization’s primary contact     Date

_________________________________________________   ____________________________
Printed name of organization’s primary contact      Primary contact cell phone

_________________________________________________   ______________
Signature of Foundation representative     Date

_________________________________________________
Name of Foundation representative
Facility Final Inspection Checklist

The following checklist must be completed by the organization representative and reviewed by Foundation staff prior to the organization’s representative leaving the Philanthropy Center’s premises. Failure to comply may jeopardize future use.

- Tables in original position (no tables should be moved at any time)
- Chairs in original position
- All food and catering supplies removed
- Table tops clean
- Counter tops clean
- All audio and visual equipment used by the organization that is the property of the Community Foundation is in the same working condition that it was prior to use
- All items brought in for the meeting by the organization have been removed
- All meeting attendees have left (the organization representative may not leave until all attendees have exited the building)

List any property damage and/or issues that occurred during meeting time or facility use:

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

The above items have been satisfactorily remedied ____________________________________________________________________________

_________________________________________________     ____________________________
Signature of organization’s primary contact     Date

_________________________________________________     ____________________________
Printed name of organization’s primary contact      Primary contact cell phone

_________________________________________________     ____________________________
Signature of Foundation representative     Date

Name of Foundation representative