



## **Community Foundation of Greater Fort Wayne Steinger Center Community Room Policy**

Available on the Community Foundation website [www.cfgfw.org](http://www.cfgfw.org)

Board Originally Adopted: December 14, 2008

Board Last Revised: n/a

Committee Last Revised Recommendations: n/a

Staff Last Revised (non-substantive): February 2020

The Steininger Center for the Community Foundation of Greater Fort Wayne was built 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. 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:

1. **General Information.** Permission to use the Steininger Center is not an endorsement of the user by the Community Foundation of Greater Fort Wayne.

Publicity for a meeting that is not sponsored or co-sponsored by the Community Foundation must not be worded in a manner which states or implies Community Foundation sponsorship.

Organizations may use the street address of the Community Foundation as the meeting location in publicity materials. A line stating "...held at the Community Foundation of Greater Fort Wayne" 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.

2. **Priority for Use of Community Rooms.** Community Foundation meetings have the highest priority for the use of community rooms in the facility. Other organizations may use community rooms when they are available and the activities of the organizations do not conflict with other activities planned by the Community Foundation.

Rooms will be available only to local nonprofit organizations, not individuals, for business related meetings. Private parties, religious services, sales solicitations, etc. are not permitted. In addition, the grounds of the Community Foundation cannot be used for events 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 community rooms to any organization based on the priorities of the Community Foundation and reserves the right to amend this policy as it sees fit.

3. **Availability of Community Rooms.** The community rooms are available to local nonprofit organizations without charge Monday through Thursday between **7:30 a.m. and 4:00 p.m., and Friday between 7:30 a.m. and 12:30 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 7:30 a.m. you may set-up the room no earlier than 7 a.m. the day of the meeting or the afternoon prior to the meeting, permitting the room availability.

Please contact Amanda Pant at [apant@cfgfw.org](mailto:apant@cfgfw.org) or 260-426-4083 if you have any questions about this policy or the use of community rooms.

Community rooms are not available on the following dates:

2020		
January 1	June 11	November 26
January 9	July 3	November 27
February 13	July 9	December 10
March 13	August 13	December 24
April 9	September 11	December 25
May 14	October 8	
May 25	November 12	

In order to provide flexibility for our programs, our general policy is to allow an organization to use the community rooms no more than twelve times per year.

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

- Community rooms will be available on a first come, first served basis.
- Reservations should be made no later than one month prior to the meeting date.
- Reservations for the upcoming calendar year can be made on or after October 1.
- Reservations must be made with the Community Foundation First Impression Specialist or his/her designee.

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.

Room cancellation is required no less than five working days prior to the meeting date. Failure to notify the operations manager or his/her designee may prevent the organization from future use. The Community Foundation reserves the right to withdraw its offer of community room usage should an internal need supersede it.

All community rooms are located in the lower level of the Steininger Center and are ADA accessible via an elevator. Two ADA van-accessible parking spaces are also available.

If the Community Foundation's community rooms are not available on the date and/or time you are requesting, the following organizations offer meeting space in the downtown area:

Matthew 25 Health and Dental Clinic  
413 E. Jefferson Blvd.  
Fort Wayne, IN 46802  
Contact: Jennie Rumschlag  
260-426-3250 ext. 213

Allen County Public Library  
900 Library Plaza  
Fort Wayne, IN 46802  
Contact: Josette Jordan  
260-421-1274

Please contact the organizations directly for availability.

4. **Parking.** The Community Foundation has limited parking spaces, approximately 18 for organizations using the Community Rooms. The Community Foundation reserves the remainder of the parking spaces on premises for Community Foundation guests and staff. Free public parking is available on Monroe and Berry Street adjacent to the Community Foundation.
5. **Specific Guidelines on the Use of the Community Rooms.**
  - The Community Foundation will not provide copying, faxing or secretarial services.
  - No alcoholic beverages may be served in the facility.
  - The building and grounds of the Community Foundation are designated as smoke-free and tobacco free environments.
  - Tables and chairs in the community rooms may be moved, but need to be returned to original positions.
  - Door(s) to your meeting room **need** to be closed before your meeting starts.
  - Dispose of all trash items in trash containers provided in your meeting room. (The Community Foundation cleaning crew will empty trash containers in the evening.)
  - 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
    - Microwave (inside and out)
    - Sink
    - Refrigerator
    - Floor
  - The following items are not permitted in Community Foundation community rooms 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 can only be added with the permission of the Community Foundation designate.
  - Organizations will be billed for any damages caused to the facility, grounds or equipment.
  - 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 they employ for an event.
  - Noise and activity levels should be controlled and not interfere with Community Foundation business operations. (Doors to your meeting room **need** to be closed before the start of your meeting.)

- Meeting attendees should remain in the meeting space. For security reasons, attendees should not walk through Community Foundation office space.
- Children must always be under the care and supervision of adults.
- Outside doors on the north end of the lower level are for **emergency exit only** and cannot be used for deliveries or other access. **Security alarms will sound if opened.**
- The Community Foundation recycles, so please recycle plastic in the blue receptacles and aluminum cans in the Habitat for Humanity boxes. (Keep plastic bags in trash containers.)

Following the use of the community room, the organization must return the room to its original state and complete the “Final Inspection Check List”, which will be reviewed by the office manager or his/her designee prior the organization representative leaving the Community Foundation premises. Failure to do so may prevent the organization from future use.

## 6. Available Items for Use in Individual Community Rooms

### Paul Clarke Room

Capacity: 16

- Refrigerator
- 16 chairs
- 7 tables (6' x 2')
- 42" LCD Display Screen
- Wireless network connection (organization must supply laptop)
- Telephone (local or toll free calls only)
- Conference call audio system
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board

### Chapman Room

Capacity: 50

- 40 chairs
- 12 tables (6' x 2' .6")
- Podium
- Projector and screen
- Wireless network connection (organization must supply laptop)
- Conference call audio system
- Easel for flip chart (organization must supply paper and writing instruments)
- Dry erase board