Community Foundation of Greater Fort Wayne
Steininger Center Community Room Policy

Available on the Community Foundation website 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): November 2026

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

   The room 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 the community room 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 the Community Room**. The community room is available to local nonprofit organizations without charge **Monday through Thursday between 8:30 A.M. and 3:30 P.M.** All meeting participants must vacate the Community Foundation premises by **3:30 p.m.** Meetings must not incur costs and/or liability to the Community Foundation.

Please contact Amanda Pant at apant@cfgfw.org or 260-426-4083 if you have any questions about this policy or the use of the community room.

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

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

- Community room 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 **November 1.**
- Reservations must be made with the Community Foundation Hospitality 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.

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

If the Community Foundation's community room is 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

Turnstone
3320 North Clinton Street
Fort Wayne, IN 46805
Contact: Colin Lyman
260-483-2100

Chase Bank – downtown location
101 E. Washington Blvd
Fort Wayne, IN 46802
Contact: Shelia Anderson
260-427-8273

Foellinger Foundation
520 East Berry Street
Fort Wayne, IN 46802
Contact: Bev Pazder
260-422-2900

Windswell Foundation
5323 West Jefferson Blvd
Fort Wayne, IN 46804
260-222-5005
Available evenings and weekends

Please contact the organizations directly for availability.

4. **Specific Guidelines on the Use of the Community Room**.
   - 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 room 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, the community room 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
- Sink
- Refrigerator
- Floor

The following items are not permitted in Community Foundation community 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 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.

Following the use of the community room, the organization must return the room to its original state. Failure to do so may prevent the organization from future use.

5. **Available Items for Use in the Community Room**
   Capacity: 25
   - 25 chairs
   - 14 tables (6' x 2'.6")
   - Podium
   - Wireless connection to monitor for display
   - Wireless network connection (organization must supply laptop)
   - Easel for flip chart (organization must supply paper and writing instruments)
   - Dry erase board