

The Community Foundation of the Eastern Shore

Use of the Nonprofit Support Center Conference & Meeting Rooms

PLEASE READ CAREFULLY AND SIGN REVERSE

The Community Foundation of the Eastern Shore (CFES) Conference and Meeting Rooms are available for use by nonprofit organizations (NPO) serving the Lower Eastern Shore of Maryland (Somerset, Wicomico and Worcester counties); use is governed by the following priorities and guidelines:

- 1) Permission to utilize Foundation facilities is granted at the sole discretion of the Community Foundation. All Foundation business will take priority.
- 2) Reservations will be made with priority consideration given to:
 - Community Foundation meetings and events
 - Community Foundation Nonprofit Partners (NPOs with endowment funds held by CFES)
 - Other 501(c)(3) designated organizations
 - Educational programs provided by local governmental agencies
- 3) Usage requires a reservation through the CFES office. Reservations may be confirmed up to 30 days in advance but not less than 5 business days before an event. A reservation is considered to be complete when an application form has been completed and forwarded to the CFES office (accompanied by any related fees) and the reservation has been confirmed.
- 4) The purpose, credentials of presenters and content of programs, which will be open to the public, will be subject to review and approval by the Community Foundation of the Eastern Shore staff to assure that they are consistent with the Foundation's mission, policies and programs.
- 5) The applicant or person who will be at the meeting is required to meet with a CFES staff at least one day before the event to participate in an orientation to the facility and to pick up facility keys (if necessary).
- 6) Reservations may be made for meetings beginning within the hours of 8:00 AM to 4:00 PM, Monday through Friday, excluding holidays. After-hours and weekend use of the facilities will be considered on a case-by-case basis.
- 7) The facility may not be used for sectarian religious activities.
- 8) The CFES kitchen will not be available for use unless agreed upon in advance. **If food and/or beverages are served, it is the responsibility of the NPO to provide all food and supplies and to clean up and remove all trash afterward. A \$25 fee will be required if food and beverages are served and a \$100 fee will be required for catered meals.**
- 9) **Office supplies** (markers, pens, pencils, paper, etc.) or any other materials that will be needed for meeting presentations **are the responsibility of the NPO and will not be supplied by CFES.** Any equipment or items brought to the Community Foundation must be removed immediately following the meeting/event. *CFES assumes no responsibility for equipment or items left in the Meeting and/or Conference Rooms. ALL PRESENTATIONS MUST BE*

BROUGHT ON A CD OR A FLASH DRIVE. PLEASE DO NOT TAMPER WITH COMPUTER OR WIRES.

- 10) NPOs agree to indemnify and hold harmless CFES against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the NPO's use of CFES facilities.
- 11) NPOs are to conduct all activities with respect for the Community Foundation office environment.
- 12) NO SMOKING. NO CANDLES. NO ALCOHOL.
- 13) No group is allowed to sublet the facilities or charge an admission fee.
- 14) NPO's will not have the use of a telephone. ***PLEASE LIMIT THE USE OF YOUR CELL PHONE WHILE IN OUR FACILITY.***
- 15) Furniture may not be removed for any reason. **Organizations may not screw, drill, tack or mark the ceilings or walls. No Post It's are to be attached to any wall or pictures.** Rooms will be left in a clean and orderly condition (i.e. tables wiped clean, all garbage removed). Any furniture moved to accommodate the meeting/event will be returned to its original configuration. Any expense resulting from a violation of this rule will be charged to the organization.
- 16) Keys to the facility will be left in a designated location at the CFES office immediately following completion of the meeting/event.
- 17) The Community Foundation would like to have the opportunity to briefly welcome meeting participants and introduce them to the Foundation at the beginning of each meeting.
- 18) CFES will deny further use of the Meeting and/or Conference Rooms to groups or individuals that violate the rules and regulations governing its use.
- 19) Maximum capacity is 50 individuals with consideration for larger events on a case-by-case basis.
- 20) **PLEASE GIVE THE CELL PHONE NUMBER OF THE PERSON/ORGANIZATION HOSTING THE MEETING TO PARTICIPANTS OR FOOD DELIVERY PERSONNEL IN THE EVENT THEY NEED TO GET DIRECTIONS OR OTHER INFORMATION.**

I have reviewed and will comply with the policies and procedures for use of the CFES facilities.

Signature: _____

Date: _____