

# The Community Foundation of the Eastern Shore

## Use of the Nonprofit Support Center Conference & Meeting Rooms

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) Scheduling is at the discretion of Community Foundation. All Foundation business will take precedence.
- 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. A reservation is considered to be complete when an application form has been completed and forwarded to the CFES office and the reservation has been confirmed.
- 4) The applicant 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).
- 5) 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.
- 6) The CFES kitchen and kitchen supplies will not be available for use unless agreed upon in advance (a kitchen usage fee of \$25 will apply). **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.**
- 7) Office supplies or any other materials that will be needed for meeting presentations are the responsibility of the NPO. 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.*
- 8) 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.
- 9) Maximum capacity is 50 individuals with consideration for larger events on a case-by-case basis.
- 10) NO SMOKING. NO CANDLES. NO ALCOHOL.
- 11) No group is allowed to sublet the facilities.

- 12) NPOs will not have the use of a telephone.
- 13) Furniture may not be removed for any reason. Organizations may not screw, drill, tack or mark the ceilings or walls. 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.
- 14) Keys to the facility will be left in a designated location at the CFES office immediately following completion of the meeting/event.
- 15) NPOs are to conduct all activities with respect for the Community Foundation office environment.
- 16) 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.
- 17) 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.