

Application for Use of the Community Foundation Facilities

Thank you for your interest in using the Community Foundation of Lorain County facilities. In order to process your request, please complete and return this form by fax to 440-984-7399, mail or email to facility@peoplewhocare.org. The applicant agrees to abide by the policies and responsibilities listed on this form.

Organization: _____

Address: _____ City: _____ Zip: _____

Contact Person: _____ Phone: _____ Fax: _____

Name of Event: _____

Please describe the purpose of your event: _____

Requested date(s) _____ Start Time: _____ Estimated attendance: _____

End Time: _____

Room Requested: Board Room Small Conference Room

Technology Requested: Smart Board Internet Access Skype video conferencing

Food and beverage: Will bring with us Catered/delivered, by: _____

Policies and Responsibilities

All users must fully comply with all local, state and federal laws, as well as the foundation's policies.

The applicant shall be responsible for clean-up after the event and shall leave the facilities in the same condition as when arriving.

No smoking is allowed in the building or on the property.

Youth or children's groups must be supervised at all times by responsible adults.

Individuals or groups using the facilities assume responsibility for loss or damage of equipment, damage to the building and grounds and shall be held accountable for any financial loss.

The applicant shall hold the Foundation harmless at all times for any claims or damage on account of injury to anyone using the facilities and grounds in connection with the function sponsored or operated by the applicant and/or growing out of their use and occupancy of said facilities and grounds, or through any defect in said premises, including the sidewalks adjoining the same and use or operation thereof.

Any personal property in the Foundation facility or on the Foundation grounds shall be kept at the risk of the person bringing it therein. The Foundation shall not be liable for any damage to said personal property or the applicant or anyone using the facilities and grounds in connection with the function sponsored or operated by the applicant arising from the accident or neglect of any other person whatsoever.

CFLC USE

Staff Liaison: _____ Backup: _____

Security Provisions: _____



Community Foundation
LORAIN COUNTY

Facility Usage Information

All room reservations will be considered tentative until confirmed by the IT Manager.

Eligibility Criteria

All Lorain County and surrounding area organizations registered as 501(c)(3) nonprofits may request to use the Foundation's Board or Small Conference Room. The Small Conference Room seats eight and has a white dry erase board and projection screen. The Board Room seats up to 30 at tables (40 in theater style) and has a SmartBoard™ and teleconference equipment. Both rooms offer Internet access.

Hours of Use

Both the Board Room and the Small Conference Room are available on a "first-come, first-served" basis for meetings Monday through Fridays between the hours of 8:00 a.m. and 4:30 p.m.

Food and Beverages

Food and beverages are allowed in all conference rooms. Complimentary coffee and water are included with each room reservation.

Cost

There is no rental charge for the room(s). All catering costs, beyond the Foundation's complimentary service, are the responsibility of the host organization.

Reservation Cancellation

All reservations must be confirmed no less than five days before the event. The Foundation reserves the right to cancel reservations at its discretion.

Emergency Contact

In the event of an emergency before, during or after your event, please do not hesitate to contact the following: IT Manager, Theresa Eged or Office Relationship Manager, Rachel Ocasio at 440-984-7390.

Ethical Standards

The Foundation presumes that all organizations hosting events at our facility will uphold high ethical standards without regard to race, color, religion, sex, age, origin or handicap.

Guest Parking

There are a maximum of 23 spaces (2 additional handicap spaces) available in the Foundation parking lot. There is no charge to park during an approved event.



Community Foundation

LORAIN COUNTY

Smoke-Free

The Community Foundation of Lorain County building and grounds are a smoke-free environment.

Host Responsibilities

As a host organization please inform your guests of the non-smoking policies and locations of the parking areas prior to your event. As a host organization, we expect that you will notify the IT Manager or Foundation Liaison if there are spills of any kind in our facility, restrooms that need attention, or anything else you see that needs our immediate attention. If these requirements are not honored, the Foundation does not guarantee that your reservation requests will be accepted in the future.

Reservation Procedures

Contact Theresa Eged at 440-984-7390 to discuss your event and check room availability.

It is recommended that each host make an appointment to view the facility and discuss usage policies and logistics to ensure that your meeting and the facility are a good match.

Complete the Application for Use of Facilities. Mail, e-mail or fax the completed form and copy of your 501(c)(3) letter of determination to:

Theresa Eged
facility@peoplewhocare.org
Community Foundation of Lorain County
9080 Leavitt Road
Elyria, OH 44035
Tel. 440-984-7390
Fax 440-984-7399

All room reservations will be considered tentative until the Reservation Request has been confirmed by the IT Manager even if you are a returning host or guest organization.