

# NGCF COMMUNITY ROOM

## POLICY & GUIDELINES

340 Jesse Jewell Parkway SE, Suite 600  
Gainesville, GA 30501

### RENTAL ELIGIBILITY

The mission of the North Georgia Community Foundation is to help people and nonprofits invest generously in the lives of those who call our community home. We are pleased you chose our facilities to host your event. To maintain the beauty of the facility and make it available to as many groups as possible, the following policy and guidelines have been established:

- The NGCF Community Room **cannot be** used for any of the following:
  - political purposes
  - organizations whose mission or objectives are inconsistent with those of the Foundation
  - personal use, such as weddings, anniversaries, birthday parties, etc.

### ETHICAL STANDARDS

The Community Foundation requires that all organizations hosting events at our facility will uphold high ethical standards and behavior and observe nondiscrimination with regard to race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, learning disability, intellectual disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal, state or local laws. Any organization found to be in violation of these standards may be asked to vacate the premises and lose the opportunity for future use.

### RESERVATION PROCESS

Single-day reservations are accepted up to three months in advance. Multiple-day or recurring meeting reservations may be considered but must be emailed to **Michelle Prater at [mprater@ngcf.org](mailto:mprater@ngcf.org)** for consideration prior to submitting this form.

For your reservation to be considered, the following must be completed and submitted to NGCF for review:

1. NGCF Reservation Request Form must be completed online.
2. A signed copy of this Policy and Guidelines Document, which includes Credit Card Authorization Form which will only be used for rental fees or incidentals such as damages, cleaning fees, etc.
3. Submitting a NGCF Reservation Request form does not guarantee a reservation.

### CANCELLATIONS AND NO-SHOW POLICY

Cancellations of previously confirmed events must occur **no less than fourteen days** before the day of the scheduled event to avoid a cancellation fee. No-Shows will be subject to a fee and may forfeit the opportunity for future use.

***Please Note: The Community Foundation reserves the right to cancel reservations at its discretion with proper notice.***

## GENERAL NGCF POLICIES REGARDING USE OF THE NGCF COMMUNITY ROOM

1. **Liability Waiver** – As a condition of using the NGCF Community Room, the organization making use of the space shall agree to release, indemnify and hold harmless the North Georgia Community Foundation (including its officers, trustees, directors, employees, agents and contractors) against all injuries, losses, damages, costs, claims, attorneys’ fees, judgments and liabilities of any kind, whatsoever (including claims of personal injury and property damage, arising from or in any way related to the organizations’ use of the NGCF Community Room.
2. **NGCF Endorsement** – Use of the NGCF Community Room does not constitute an endorsement by NGCF of any organization’s mission or activities.
3. **Use of NGCF Name** – Organizations are not permitted to use the Foundation’s name (other than as a reference to the meeting event location) or its logo in any advertising, marketing, internet, or social media, or other publications or materials without the Foundation’s express written consent.
4. **Damages** – If damages occur while using the NGCF Community Room, the organization, community group, or individual who reserved the room, will be held solely responsible for the cost of the damages.
5. **Lost/Stolen/Damaged Property** – NGCF is not responsible for lost, stolen or damaged personal property belonging to the Organization or its members, guests, invitees, or attendees.
6. **Future Usage** – If the organization and/or meeting does not follow these policies and regulations, future usage may be in jeopardy.

## RENTAL FEES

### Nonprofit/Community Groups:

As part of the NGCF Mission, NGCF will not charge a nonprofit or community group, with an operating budget of under \$5 million, for usage of the NGCF Community Room, unless the organization/group does not comply with care and cleaning requirements of the room. Those organizations or groups with a budget of greater than \$5 million will be subject to the corporate group rate listed below.

NGCF asks that each organization/group, regardless of size, that uses the room consider making a donation with each reservation so that we can continue to offer this room for future use in this manner.

### Corporate Groups:

Corporate groups may request to use the NGCF Community Room for a minimum donation of \$250 for each use (up to 8-hours).

Note: If an organization uses a credit card for the donation, a 3% fee will be added to cover the credit card expense. ***Payment of the donation must be made within 10-days of the reservation confirmation.***

## ADDITIONAL FEES

A fee of up to \$250 may be charged for any of the following:

- Cancellation after the cut-off date
- No-show
- Cleaning fee for any group/organization/individual who does not follow the cleaning and care requirements for use of the NGCF Community Room

## NGCF COMMUNITY ROOM MEETING RULES AND INFORMATION

1. **Food & Beverages** – Food and beverages may be served in the NGCF Community Room; however, they must be removed immediately upon the conclusion of your event. You are responsible for your catering arrangements. The NGCF Community Room has a serving kitchen that consists of counter-top space, a sink, a large refrigerator - which does NOT have an icemaker, outlets, and a coffee urn, which makes coffee for up to 100 people.

The Foundation **does not** provide plates, cups, napkins, utensils, ice, coffee, creamer, sugar, etc.

2. **Alcohol** – Organizations may, with the President & CEO of the NGCF's permission, provide alcohol as part of their event. There may be additional requirements for serving alcohol, and NGCF reserves the right to require proof of liability insurance by the organization using the space.

3. **Room Set-Up** – If you have reserved the NGCF Community Room, you are responsible for setting up the tables and chairs in the desired setting. *If you are not physically able to set up the room, please let a representative of the Foundation know and someone will assist you.*

- A. **Capacity** – Per the Fire Code, the maximum capacity for the Community Room is 90 people.

Groups should be a minimum of 25 people.

- B. **Tables and Chairs** – NGCF will make available 25, 5'long & 24" deep tables and 50 chairs. Upon approval by the President & CEO of NGCF, an organization at their expense, may rent additional tables and chairs for larger groups of up to **90**. These tables/chairs must be ones that will not damage the flooring.

- Tables and Chairs may be moved but must be returned to their original positions. Please make sure to unlock all four wheels of each table before attempting to move it. Failure to do so will break the table legs and the renting organization will be responsible for the cost of replacement.

- C. **Other Equipment** – NGCF offers a Podium on wheels, microphones, ceiling-mounted LCD Projector, webcam for presentation-style programs, and wireless internet.

- D. **Technology** – Organizations using the NGCF Community Room are encouraged to make an appointment with NGCF staff to test technology equipment in advance of their reservation if the room is available. Instructions for the projector will be provided. **The Foundation does not provide technical support for organizations using the NGCF Community Room.**

- E. After all meetings, room must be returned to the prior arrangement and condition, and the organization contact must complete the "closing checklist."

4. **Signage and Decorations** – No attached signage is allowed. In addition, the following are not allowed on the windows, walls, or doors: tape, nails, thumbtacks, putty, or any other item that may affect the appearance of the wall when removed. Open flames, smoke machines, hanging lights, glitter, confetti, and live animals (except for service animals), fireworks or sparklers are not permitted in the NGCF Community Room.

Post-it note flip charts and free-standing signs are permissible. Please be mindful that certain types of markers may bleed through flip chart pages so take appropriate steps to protect the walls.

5. **Clean-up and Closing** – **You and your organization are responsible for the general clean-up of the NGCF Community Room. There is a closing and cleaning checklist that must be completed after your event.** A cleaning supply kit will be provided. No outside cleaning products can be used.

The kitchen countertops and islands must be wiped off with the provided quartz cleaner located in the cleaning kit. Tables should be wiped with 409 Cleaner, and all the trash emptied. All garbage should be taken to the dumpster located outside in the loading dock area of the building. New bags must be placed in the garbage cans. The Foundation reserves the right to charge your organization for the cost of clean-up. Additionally, all lights must be turned off and doors locked prior to leaving.

