



Reservation Guidelines

Nonprofit Conference Center Center for Community Philanthropy

The Nonprofit Conference Center within the Center for Community Philanthropy (Center) is a community resource for groups to gather with purpose. The Porter County Community Foundation (Foundation) has established the following guidelines for use of the facility:

1. **General Information:** Permission to use the Center is not an endorsement of the user by the Foundation. Publicity for a meeting that is not sponsored or co-sponsored by the Foundation must not be worded in a manner which states or implies Foundation sponsorship. The Foundation's logo should not be used in promotional materials.
2. **Certificate of Insurance:** The Foundation **REQUIRES** the organization to provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$500,000 and naming the Porter County Community Foundation as "Additional Insured" and "Loss Payee." Such insurance is to be provided on a primary and non-contributory basis, and the organization waives for itself and its insurer any and all rights of subrogation against the Foundation and its affiliates. Organizations agree to indemnify and hold harmless the Foundation against all injury, loss, damage, claim or liability of any kind whatsoever, occurring to person or property and arising out of the organization's use of the Foundation facilities.
3. **Availability of Community Rooms:** The community rooms are available at no charge for use by Porter County nonprofit organizations with an IRS 501(c)(3) exemption determination that exist to serve the broader public interest. Rooms are generally available for use Monday through Friday from 8:00 a.m. to 9:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. No meetings are allowed on Sunday.

Meetings that are open to the public are allowed ONLY during the Foundation's normal business hours (Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to noon). In addition, all users must be able to demonstrate they operate without discrimination on the basis of age, race, religion, gender, disability or national origin. Meetings must not incur costs and/or liability to the Foundation. Organizations hosting after-hours meetings may not publicize the dates, time, location, and/or details of the meeting through any public channels such as internet, websites, radio, social media, public signage, and other related sources.

Community rooms will not be available for the following:

- Private parties and social functions such as wedding receptions, dances, parties, etc.;
- Religious services;
- Sales solicitations;
- Activities that would subject the Center to extraordinary stress or increase the hazard of fire;

- Activities where a fee is charged for participation;
- HOA meetings;
- Fundraising events such as car washes, rummage sales, galas, silent auctions, gambling events, etc.;
- Meetings where arts and crafts activities (in the broadest sense) will be performed;
- Assembling to criticize or express opposition to the government of the United States or the State of Indiana, to undertake political activities or to express opposition to any race or religious faith;
- Annual meeting celebrations unless they are strictly business in nature; and
- Political party functions or activities.

The Foundation reserves the right to amend and make exceptions to this policy as it sees fit and to deny community rooms to any organization based on the priorities of the Foundation.

The Foundation reserves the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements. If your organization needs to cancel an event, let us know at least 5 days prior to the reserved date so we may offer the facilities to another organization. Failure to do so may prohibit future use of the facility.

In the event the Foundation closes due to inclement weather, an emergency, power failure, etc., the Foundation reserves the right to cancel a scheduled meeting. Foundation offices will automatically be closed if the county issues a state of emergency closing the roads. If the Foundation closes, a representative from the Foundation will attempt to contact either the primary or secondary meeting contact listed on the organization's room request form. In the event of inclement weather, we recommend you contact the Foundation in the morning to confirm the building is open. It is the responsibility of the organization to contact the meeting participants regarding a cancellation. The Foundation designee will work with you to reschedule your meeting for the earliest possible date.

4. **Reserving a Conference Room:** Reservations must be made through the Foundation's online reservation request form, which can be accessed at <https://pccf.gives/reservearoom/>. Reservations must be made at least 1 week (7 days) in advance. Upon receipt, the Foundation will check availability of requested room and, if available, reserve it. **You will receive an official email from the Foundation with approval or denial.** If you will be having a sub-meeting after your originally scheduled meeting, include that time frame in your request.
5. **Technology:** All meeting rooms have built in screens and projectors. VGA and HDMI connections are provided. If you do not have a VGA or HDMI connection on your computer, you will need to bring an appropriate adapter. The Foundation does not have any adapters available.

The Foundation will make every attempt to ensure its technology is functional. The Foundation assumes no responsibility or liability in the event of a technology failure. It is recommended that the user be prepared if such an event should occur.

Organizations are encouraged to perform a site visit with the Foundation staff at least 7 days prior to requested date to ensure familiarity with the Center's technology. The Foundation does not have IT personnel on staff and will not be able to provide IT support in the event of an issue with the technology.

6. **Parking:** Parking is available when using the Center. If you will require more than 50 parking spaces, contact the Foundation to discuss possible overflow parking options.
7. **Kitchen:** A catering kitchen is available to groups using the community rooms. It includes a full-size refrigerator, microwave, sink and dishwasher but no stove. Any items placed in the refrigerator or freezer for use during a meeting must be removed when leaving the building.
8. **Specific Guidelines for the Use of the Community Rooms:**
 - No alcoholic beverages may be served in the facility.
 - The building and grounds of the Foundation are designated as smoke-free, tobacco-free, and vape-free environments.
 - An adult age 21 or over must be on site at all times during the use of the facility. The name and cell number of this representative must be provided to the Foundation prior to the start of the meeting.
 - Door(s) to your meeting room need to be closed once your meeting starts.
 - Only room(s) specifically reserved by your organization may be used.
 - The movable wall between the Lake and Harvest Rooms is to be moved only by Foundation staff.
 - The screens and projectors have been set for optimal viewing. Do not attempt to move or adjust them.
 - Dispose of all trash items in trash containers provided in your meeting room. If your group produces an overflow of trash, please assist the Foundation by disposing of your trash in the receptacle behind the building.
 - The Foundation recycles. Please dispose of all approved recyclables in the blue receptacles adjacent to the back door.
 - After all events, community rooms 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
 - Floor
 - Coffee pots
 - Cleaning solution and towels are under each sink and a vacuum cleaner is available in the coat closet near the front door, if needed.
 - Only “wall saver” tape (painter’s tape) is allowed on walls. Nothing may be pinned to the walls or hung from the ceiling.
 - Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers and live animals are not permitted. Service animals are permitted.
 - Decorations can only be added with the permission of the Foundation.
 - Organizations will be billed for any damages caused to the facility, grounds or equipment.
 - If additional cleaning services are required because of spillage and/or damage, user will be billed for charges incurred.
 - The Foundation will not be responsible for any loss of valuables or personal property during the use of the Center. The user assumes all responsibility for security during the use of the Center.
 - Noise and activity levels should remain in the meeting space.

- No children are permitted in the facility.
- After-hours meetings will be given a door code for entry. The user is responsible for communicating the code to all attendees in advance of your meeting. Propping open the doors is not permitted.
- Outside doors on the east side of the Dune Room and the west side of the hallway are for emergency exit only.
- Turn off lights before exiting the building.
- Doors will automatically lock upon exit.

The Foundation reserves the right to modify any of the foregoing and/or add additional requirements if warranted based on the type of event requested. Organizations causing damage to the facility or not adhering to these guidelines may be denied future use. The Foundation will consider requests on a case-by-case basis and the decision of the Foundation will be considered final.

9. **Available Items for Use in Community Rooms:** The Lake, Harvest and Dune rooms are equipped with tables, chairs, podium, projector, screen and wifi. The Lake and Harvest Rooms can be combined into one room. There is also a microphone available when combining the rooms. Easels for flip charts are available, but organizations must supply paper and writing instruments. Provide advance notice if any of these items will be needed for your event.

10. **Room Arrangement:** Foundation staff will arrange all rooms. Indicate your preference on the reservation form. The below chart may help you to decide on an arrangement. All community rooms are ADA accessible.

Room Name	Classroom	U-Shape	Square	Pods
Dune	32	18	24	30 max. 5 pods of 4 or 6 seats
Harvest	32	18	24	30 max. 5 pods of 4 or 6 seats
Lake	40	20	28	36 max. 6 pods of 4 or 6 seats
Lake & Harvest Combined*	72	not recommended	not recommended	66 max. 11 pods of 4 or 6 seats

*Consider onsite parking limitations when planning for 50 or more attendees