



# NONPROFIT ROOM SCHEDULING GUIDELINES

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Available on the Foellinger Foundation Website  
[www.foellinger.org](http://www.foellinger.org)



In 2022, the Foellinger Foundation (Foundation) renovated its office space in part to be a community resource for charitable nonprofit groups to come together and meet. We are pleased that you are interested in using our facility. To maintain the beautiful nature of this facility and make it available to as many groups as possible, the Foundation has established the following guidelines.

## General Information

Permission to use the Foundation's space is not an endorsement of the user by the Foundation.

Publicity for a meeting that is not sponsored or co-sponsored by the the Foundation must not be worded in a manner which states or implies Foundation sponsorship. Organizations may use the street address of the Foundation as the meeting location in publicity materials. A line stating "...held at the Foellinger Foundation" is allowed on printed materials. However, the name, address, or telephone number of the Foundation must not be used as the official address, headquarters of the organization, or contact for the event.

The Foundation's logo may not be used in publicity materials.

## Priority for Use of the Meeting Space

Foundation meetings have the highest priority for the use of the meeting space in the facility. Other organizations may use the meeting space when it is available, and the activities of the organizations do not conflict with other activities planned by the Foundation.

Meeting rooms will be available only to local nonprofit organizations, not individuals, for business-related meetings. Private parties, religious services, sales solicitations, etc., are not permitted. In addition, the grounds of the Foundation cannot be used for events where the primary purpose is fundraising (i.e., car washes, rummage sales, galas, silent auctions, gambling events, etc.).

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

## Availability of Meeting Space

The meeting room space is available to local nonprofit organizations, without charge, Monday through Friday between 9:00 am and 4:00 pm. All meeting participants must vacate the Foundation premises by 4:00 pm. Meetings must not incur costs and/or liability to the Foundation (i.e., long distance phone charges, catering, etc.).



Contact the Foundation at [reservations@foellinger.org](mailto:reservations@foellinger.org) or 260.422.2900 if you have any questions about these guidelines or the use of the meeting room space.

In order to provide flexibility for our programs, our general policy is to allow an organization to use the meeting space no more than twelve (12) times per year.

Reservations for the meeting space will be made with the following guidelines:

- The meeting space will be available on a first-come, first-served basis.
- Reservations should be made no later than forty-eight (48) hours prior to the meeting date. Please call 260.422.2900 for emergency meeting requests to find out if the Foundation can accommodate your organization.
- Reservations for the upcoming calendar year can be made on or after October 1.
- Reservations must be made through the Foundation's website. Once we receive your request, we will confirm your reservation via email.
- The organization's primary contact needs to check in at the Foundation's front desk before advancing to the reserved/designated meeting space. An attendance sheet will be provided and will be the organization's responsibility to take attendance and to make sure you have it with you at all times. The primary contact will also need to check out at the front desk before departing.

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. If the Foundation closes, a representative from the Foundation will contact either the primary or secondary meeting contact listed on the organization's room request form. It is the responsibility of the organization to contact the meeting participants regarding a cancellation. The Foundation will work with you to reschedule your meeting for the earliest available date.

Room cancellation is required in writing no less than five (5) working days prior to the meeting date. Failure to notify the Foundation may prevent the organization from future use. The Foundation reserves the right to withdraw its offer of meeting room availability should an internal need supersede it.

Meeting space is located in the lower level of the Foellinger Foundation and is ADA accessible via an elevator. ADA parking spaces are available in addition to an ADA compliant drop-off area at the main entrance.



Parking is limited and is available on a first-come, first-served basis. Organizations are prohibited from charging for parking space for any event on the Foundation's premises.

## Specific Guidelines on the Use of the Meeting Space

- The Foundation will not provide copying, faxing, or administrative support services.
- No alcoholic beverages may be served in the facility.
- The building and grounds of the Foundation are designated as smoke-free and tobacco-free environments.
- Tables and chairs in the meeting rooms may be moved but need to be returned to their original positions.
- Door(s) to your meeting room need to be closed before your meeting starts and remain closed throughout the meeting, unless the participants are taking a break.
- Dispose of all trash in trash and recycling containers provided.
- After all events, the meeting room and furniture must be left in the condition it was found. The following must be clean and free of any items that were brought in for the meeting:

Tables	Sink
Chairs	Refrigerator
Countertops	Floor

- The following items are not permitted in the Foundation meeting rooms or property:
  - Scotch tape on the walls or doors ("wall saver" tape is allowed)
  - Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers, or live animals. Service animals are permitted.
- Decorations can only be added with the permission of the Foundation.
- Organizations will be billed for any damage caused to the facility, grounds, or equipment.
- Deliveries for events must be made only on the day of the event and a member of the organization hosting the meeting must be present to accept the delivery - Foundation staff will NOT accept any deliveries for the meeting. Deliveries must be made at the north entrance on the main level.



- Noise and activity levels should be controlled and not interfere with Foundation business operations. Doors to your meeting room need to be closed before the start of your meeting and remain closed throughout the meeting, unless the participants are taking a break.
- Meeting attendees should remain in the meeting space. For security reasons, attendees should not walk through Foundation office space.

## Available Items for Use in the Meeting Rooms

40 chairs  
18 Tables  
Projector with screen

Wireless network connection  
(organization must supply laptop)  
Conference call audio system  
Portable marker boards

## Approved Caterers

Goeglein's Catering  
Ceruti's Catering  
Waiter on the Way  
Panera

## Approved Audio/Visual Vendor

Markey's Rental & Staging