



CENTRAL NEW YORK
COMMUNITY
FOUNDATION, INC.

Room Use Policies and Procedures CNY Philanthropy Center, LLC

The CNY Philanthropy Center opens its doors to the community by allowing local nonprofit organizations to use its conference rooms and meeting facilities. In order to maintain the facility and make it available to as many groups as possible, we have established the following policies and procedures.

Please note that we reserve 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, please let us know at least 5 days prior to reserved date so we may make the facility available to others.

While we will do all we can to make your gathering at the Philanthropy Center a successful one, the staff of the Central New York Community Foundation (“Foundation”) are not event planners. The Foundation **does not** provide parking, valets, food preparation, catering, bartenders, a liquor license or reception services. Please refer to *Room and Accessories* section for details on the furniture and equipment available.

Use of the Philanthropy Center is reserved exclusively for nonprofit and civic organizations. As a part of the room reservation process, we will request documentation verifying the nonprofit status of organizations that request to use our facilities.

Policies for Use of Rooms:

1. **Eligible Groups.** The Philanthropy Center conference rooms are available for use by nonprofit and civic organizations.
2. **Nature of the Event.** Conference rooms are designed to host gatherings that will require tables and chairs. Events that require an open space are available to be held in our Community Room. Commercial uses (e.g., political or business events) or private parties (e.g., wedding receptions, etc.) are not permitted.
3. **Availability and Frequency.** In order to provide flexibility for room usage, reservations must be submitted at least 30 days prior to event date. Organizations are eligible to use the meeting rooms up to 6 times each calendar year. Depending on the space requested, the times of day each room is available may vary. Please refer to the *Rooms and Accessories* section for details.
4. **Cost.** The Foundation does not operate the Philanthropy Center as a profit making enterprise but does seek to cover the costs of cleaning and setting up space when organizations use the facilities.

To reserve a conference room call 315/883-5543 to speak to Stephanie Parzych for assistance.

- A. **Conference Rooms.** There is no fee to use the first floor conference rooms.
- B. **Community Room.** There is a \$100 “wear and tear” fee for use of the second floor Community Room during the Foundation’s regular business hours to cover costs associated with set-up, take down and clean up of the space requested. There is a \$150 fee for use of the Community Room to host evening or weekend events. Please see the *Rooms and Accessories* section for details.
- C. **Other Expenses.** Setup costs involve table and chair arrangement and audio/video setup as well as returning the space to its original set up. Your organization’s meetings must not incur expense or liability to the Philanthropy Center or Foundation (e.g., long distance phone or data charges, parking, etc.). If expenses are incurred, organization will be liable to reimburse the Philanthropy Center or Foundation.

Reserving a Conference Room:

1. **Eligibility and Priority for Use of Conference Rooms.** Organizations may reserve conference rooms when rooms are available and meetings do not conflict with activities scheduled by the Foundation and/or tenants residing in the Philanthropy Center. If a conflict should arise we will work with your organization to either relocate the meeting to another room or reschedule to another day. We reserve the right to deny room usage to any organization based on the Philanthropy Center’s priorities or policies.
2. **Insurance Coverage and Liability.** For all meetings held in the Philanthropy Center’s second floor Community Room that organizations provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least \$1,000,000 and naming “CNY Philanthropy Center, LLC and Central New York Community Foundation, Inc.” as “Additional Insured” and “Loss Payee”. As a condition of using space in the Philanthropy Center, each organization agrees to indemnify and hold harmless CNY Philanthropy Center, LLC and Central New York Community Foundation, Inc., 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 Philanthropy Center’s facilities.
3. **Availability of Conference Rooms.** Conference rooms will be available and reserved on a first come, first served basis, except in the instance that a Community Foundation event conflicts with reserved date. In order to provide flexibility for the usage of rooms, our general policy is to take conference room requests up to 30 days in advance. No long-term or month to month agreements for usage of rooms will be made and an organization is eligible to use our conference rooms up to 6 times per calendar year (January 1 – December 31).
4. **Reserving a Conference Room.** To request to use a conference room please complete the *Request to Use a Meeting Room Form* and either mail, fax (315/471-6031) or email (sparzych@cnycf.org) Attn: Room Reservation. If you are unable to print the form or need assistance completing it, please call 315-883-5543 to speak to Stephanie Parzych. Upon receipt of the completed agreement we will check availability of the requested room and, if it is available, reserve it. We will contact your organization within 48 hours to notify you of approval or denial. The Certificate of Insurance and *Request to Use a Meeting Room Form* must be received by the Foundation 20 days prior to the requested date of the reservation.

5. **Site Visit.** Organizations are encouraged to perform a site visit with Foundation staff at least 15 business days prior to requested date. The purpose of the site visit is to ensure the room requested will meet the organizations needs and give your organization's representative an overview of building.
6. **Arrival and Departure Procedure.** Since some meetings will require catering and other setup, we recommend that your organization's representative arrive at least 30 minutes prior to start time. Also, anticipate approximately 30 minutes for cleanup of room. We expect that conference rooms will be left in the same arrangement and condition as found prior to your meeting. Please refer to our Arrival and Check-Out Procedures section for more detailed information.
7. **Parking.** We are unable to provide or pay for parking for your organization's attendees. Street parking can be found in and around the Fireman's Park on the street in front of our building. Parking in the space that is marked for Joseph's Carriage House will result in your vehicle being towed. The Foundation and Philanthropy Center are not responsible for these charges (see the Parking Map included at end of document). The following pay parking lots are available to guests of the Philanthropy Center:
 - Murbro Parking, 440 East Washington (315/422-1926)
 - Covered Garage, 300 East Fayette Street (315/422-3453)
8. **Mailings, Media Releases or Media Present at Event.** Any media (newspaper, television, mailings, etc.) releases referencing your event at the Philanthropy Center must be reviewed and approved by the Foundation's Communications Manager prior to release. We reserve the right to modify or deny media releases based on Philanthropy Center/Foundation policies. In addition, your organization must have the prior approval of the Foundation's Communications Manager to allow any media presence at your organization's event.
9. **Guidelines for Conference Rooms and Premises:** Your organization will be assigned a staff person who will meet/greet representative. The staff person will be your contact during your time in our offices and assist with any questions.
 - A. Your organization's representative must remain onsite during designated meeting times.
 - B. No smoking is permitted in the building or on the property of the Philanthropy Center.
 - C. Tables and chairs in the meeting rooms may be moved, but need to be returned to original positions.
 - D. After all events, conference rooms and kitchen area must be left in found condition. If used, the following resources must be clean and free of items brought in for the meeting: tables; chairs, counter tops; sinks; microwave (inside and out); floors; refrigerator (inside and out); trash containers should be emptied if excessively full or contain food waste.
 - E. The following items, or similar items, are not permitted on our premises. If you have a questionable item please ask your representative: open flames, smoke machines, hanging lights, glitter, confetti, sparklers, live animals or weapons of any kind. Service animals are permitted.
 - F. Decorations can only be added with prior written permission. Following are not allowed on walls: tape, nails, thumb tacks, putty or any other item that may affect the appearance of wall when removed.
 - G. You organization is responsible for any damages caused to the facility or grounds.

- H. Deliveries for meetings may only be made on the date of the meeting and a member of your organization must be present to accept delivery. Our staff will not accept deliveries for meetings. Your organization is responsible for any vendors it employs for an event.
- I. Noise and activity levels must be controlled and not interfere with normal business operation of the Foundation, tenants and other guests.
- J. Meeting attendees should remain in the designated meeting space unless using restrooms, kitchen area or accompanied by a Foundation or tenant staff member.
- K. We do not provide copying, faxing, or secretarial services.
- L. Children must always be under the care and supervision of adults.

Following the use of the meeting room, your organization must return the room to its original state and complete the "Final Inspection Check List", which will be reviewed by Foundation staff prior to your organization's representative leaving the premises.

Rooms and Accessories:

1. **Conference Rooms and Accessories Available:** The Philanthropy Center offers a catering kitchen with a convection oven and refrigerator. Conference rooms are designed to host gatherings that will require tables and chairs. Events that require an open space are available to be held in our Community Room. Please select a room that will accommodate your meeting size and needs. All conference rooms are Americans with Disabilities Act (ADA) accessible; the second floor may be accessed via an elevator.
2. **Use During Regular Business Hours.** Philanthropy Center rooms are available during our normal business hours 8:30 a.m. to 4:30 p.m.
3. **Evening and Weekend Use:** The Foundation does not employ staff beyond regular business hours (8:30 a.m. – 4:30 p.m.). As there are costs associated with keeping the Philanthropy Center open at times other than regular business hours, requests for events after normal business hours of the Foundation will be reviewed and approved only on a case by case basis.
4. **Scheduling:** Scheduling must be made at least 30 days in advance, and full payment, signed contract, and copies of any applicable licenses and insurance certificate must be received within 20 days of the scheduled function.

Community Room: Capacity = 72 Seated, 98 Standing; Additional capacity possible with use of Veranda (144 people)

- 72 chairs
- 9 Round Tables (5ft.)
- 17 Rectangular Tables (5ft.)
- LCD projector and screen
- Wireless network connection (organization must supply laptop)
- Podium

Herbert S. and Eleanore L. Howard Board Room: Capacity = 20

- 20 chairs
- 1 table (24 ft long x 5 ft wide)
- LCD projector and screen (video only, audio not available)
- Wireless network connection (organization must supply laptop)

John D. Marsellus Room: Capacity = 8

- 6 Chairs
- Wireless network connection (organization must supply laptop)
- Whiteboard

Multi Purpose Room B: Capacity = 6

- 8 chairs
- Wireless network connection (organization must supply laptop)
- Whiteboard

John Sanford Dietz Memorial Conference Room: Capacity = 4 or 5

- 1 table
- 4 chairs
- Wireless network connection (organization must supply laptop)

Please note all room setup will be performed by an outside vendor company unless it is agreed that your organization can perform appropriate setup. Foundation staff has created model room set ups for the Community Room demonstrating different table and chair configurations.

Arrival Procedures: Since some meetings will require catering and other set up needs, we recommend that your organization's representative arrive at least 30 minutes prior to your meeting start time. Also please anticipate 30 minutes following the conclusion of your meeting for clean up. We expect that conference rooms will be left in the same condition as they were found prior to your meeting.

1. **Check In.** Your organization's representative should arrive 30 minutes prior to start time. Representative must check in at our receptionist desk. If there are any changes or questions please ask Receptionist at this time.
2. **AV Equipment.** If audio-video equipment is required for the meeting (e.g., for PowerPoint, etc.), your organization's representative should arrive 30 minutes to one hour prior to start time to review the setup and use of requested equipment. If there will be a laptop or other equipment used for presentations, your organization must have equipment onsite at least 30 minutes prior to start time.
3. **Conference Room:** Please look over the room to make sure everything is set up properly.
4. **Second Floor Kitchen:** The coffee maker in the kitchen may be used to supply coffee for your meeting.
5. **Information for Attendees:** The organization is responsible for attendees being informed of the following. Please review with meeting attendees:
 - Staff offices are adjacent to our lobby area are other conference rooms and sound can travel easily throughout this area. Please refrain from talking loudly in the lobby area and keep room doors closed during meetings.

- Cells phones may be used but should be put on vibrate when entering the building. If a call is necessary or received please keep volume to a minimum out of respect for tenants and other guests.
- Meeting attendees must remain in the designated meeting room or lobby areas. If you would like to see the rest of the building, please ask Receptionist and a staff member will be happy to give a tour.
- Restrooms are located off the hallway on the west of the second floor.
- Use only the main entrance, in the lobby area, when entering and exiting the building.

Check-Out Procedures:

1. **Check-Out:** Meeting attendees should sign out at reception.
2. **Conference Room & Kitchen:** Our goal is to have conference rooms available immediately following a completed meeting. Refer to the Final Inspection Checklist for a list of items that need to be checked. After the checklist is completed your organization representative should sign and date form. Following are some items that will be checked:
 - Tables & Chairs in original position
 - All food and catering supplies removed from room and kitchen
 - Table tops and counter tops clean
 - Trash containers emptied if excessively full or contain food waste
 - Walls in original condition
 - Audio-Video equipment returned and in original working condition
 - All meeting items brought in removed
 - All meeting attendees have departed
 - Setup fee paid, if applicable.

CNY Philanthropy Center
Request to Use Meeting Room Form

Please complete the form below and mail, email or fax it along with any additional information to:

CNY Philanthropy Center, LLC
Attn: Room Reservation
431 East Fayette Street, Suite 100
Syracuse, NY 13202
Fax: 315/471-6031
Email: sparzych@cnycf.org

Please note that submission and receipt of this form is **NOT** confirmation of requested use. A written confirmation will be e-mailed or faxed to you within 48 business hours after your request has been received.

ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Are you a 501(c): Yes No Tax ID Number: _____

Have you used the Conference Rooms in the past year? Yes (Dates: _____)

No

Primary Contact: _____

Title: _____

Phone Number: _____ E-mail: _____

Representative attending meeting:

Title: _____

Phone Number: _____ E-mail: _____

MEETING INFORMATION

Name of Meeting: _____

Please make sure this is the name of the meeting that your guests will be asking for.

Purpose of Meeting: _____

Date of Meeting: _____

Beginning Set Up Time: _____ **Start Time:** _____ **End Time:** _____

Meeting Room Requested:

- Howard Board Room (Capacity 20) Community Room (Capacity 72 Seated; 100 Standing; 144 using Veranda)

Marsellus Room (Capacity 8)

Dietz Conference Room (Capacity 4)

Multipurpose Room II (Capacity 6)

Number of Attendees Expected: _____ *

* See Eligibility and Priority for use of Philanthropy Center Space. (Please remember that use of the ballroom requires a certificate of insurance.)

Seating Style for Ballroom:

_____Rounds _____U-Shaped _____Theater _____Rectangle
(Open Middle) _____Classroom
(Chairs Only)

Head Table Position: Front of room by screen ____ Other _____

Tables: Rectangle Round Mixed No Preference

Registration Table Required: Yes No (located outside meeting room doors)

Podium Required: Yes No

AUDIO - VISUAL NEEDS (must reserve when scheduling room)

Equipment Available (Howard Board Room or Ballroom)

- Display Screen
- Wireless network connection (organization must supply laptop)
- Telephone (for local or toll free calls only) – Howard Board Room only
- Wireless Mic or Lapel – Ballroom only
- Audio/Visual Equipment – Ballroom only
- Whiteboard (Marsellus Room & Multipurpose Room B)

CATERING INFORMATION

Will the meeting be catered? Yes No

If yes, name of caterer: _____

Caterer arrival time: _____ Caterer return time: _____

Food/Catering Needs: _____ (Must be prior to 4:30 p.m.)

- Coffee maker (organization must supply coffee and paper products)
- Refrigerator
- Microwave

RATES FOR COMMUNITY ROOM USE

An invoice will be sent upon approval of your reservation and due prior to your reservation.

- Regular Business Hours: \$100.00 flat fee
- Weekend or Evening Use: \$150.00 flat fee

AUTHORIZATION

I have read and understand the terms of the CNY Philanthropy Center Room Use Policies and Procedures. I understand that violation of these policies may result in denial and/or cancellation of future use of the meeting rooms.

Permission to use our conference rooms is not an endorsement by the Community Foundation.

Signature of Organizations Primary Contact

Date

Printed Name of Organizations Primary Contact

Signature of Philanthropy Center Representative

Date

Name of Philanthropy Center Representative

Date

For internal use only:

Management approval: Yes No

Additional information requested: Yes No Date: _____

Room reserved: _____

Notes: _____

U-Shaped



Theater



Classroom



Rectangle



Rounds

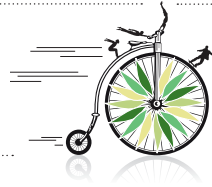


: Parking

CENTRAL NEW YORK PHILANTHROPY CENTER

431 East Fayette Street • Suite 100 • Syracuse, NY 13202 • 315.422.9538

Thank you for visiting the Central New York Philanthropy Center! Please utilize the following parking opportunities near the building.

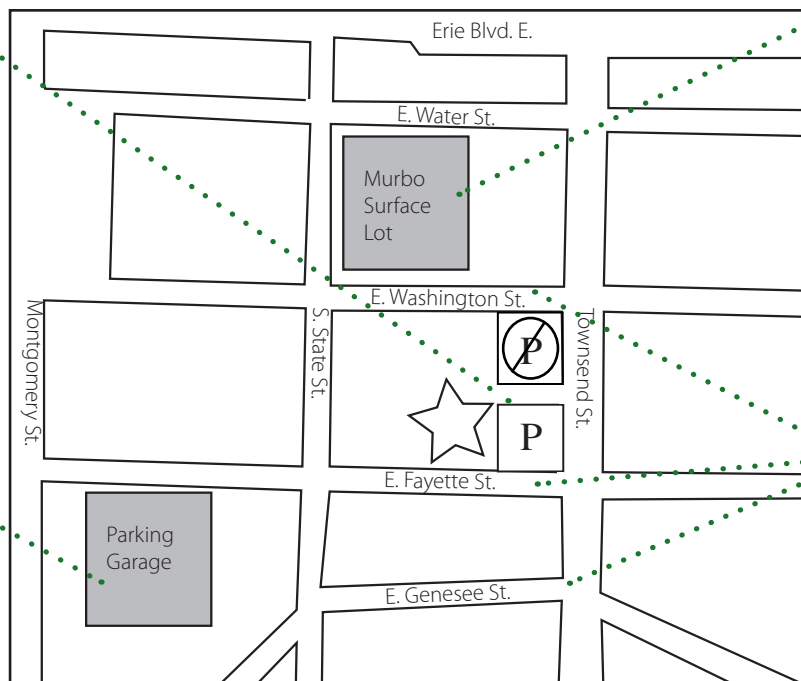


PHILANTHROPY CENTER LOT*

There are a limited number of parking spaces available in our private lot. Enter from Fayette Street.

PARKING GARAGE

A covered parking garage at 300 East Fayette Street allows hourly parking.



SURFACE LOT

An hourly surface lot is located one block behind the building. You may enter on East Washington Street, next to Jazz Central.

STREET PARKING

Street parking is allowed on E. Fayette, E. Washington and E. Genesee Streets.

* Absolutely no parking is allowed in the *Joseph's at the Carriage House* lot. Doing so may result in towing.



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Where the Smart Money Gives.

WWW.CNYCF.ORG
(315) 422-9538

