



CCF Community Meeting Space Usage Policies

The Charlotte Community Foundation (CCF) is pleased to share our Virginia B. Andes Training & Education Center (T&E) Center and the (new) Community Meeting Room (CMR) located in the Hoffer Center for Philanthropy with Charlotte County nonprofit agencies and governmental entities for meeting usage. In doing so, we honor the legacy of Virginia B. Andes, who was passionate about ongoing training & education and community engagement. To maintain the conditions of these facilities for the community, CCF has created policies & procedures for their usage.

Rooms and Equipment

Virginia B Andes Training and Education Center (T&E)

- Dimensions: 24 X 28
- Capacity 56 individuals with tables and chairs; Standing Room 121 people
- 56 chairs
- 8 Large Tables (8 X 2.5)
- 10 Small Tables (8 X 1.5)
- A/V system with:
 - Laptop (without DVD player)
 - Wireless Keyboard and Mouse
 - Speakers in ceiling
 - Wireless Handheld microphone
 - Video/Audio Conferencing Units (microphone and web camera)
 - Zoom or other video conferencing account must be provided by the user
- Standing Easel (Users must supply paper pad and markers)
- Standing easel with whiteboard (Users must supply markers and eraser)
- Kitchen available for storing food & beverage during an event as well as for usage by catering

Hoffer Center for Philanthropy Community Meeting Room

- Dimensions: 14 X 22
- Capacity of 12 individuals
- 1 oval Table (4 X 8) with chairs
- 50" LED Smart TV – Wall Mounted
- Laptop
- Wireless Keyboard and Mouse
- Video/Audio Conferencing Unit (microphone and web camera)
 - Zoom or video conferencing must be provided by the user

The CCF lobby, administrative offices, boardroom, and outdoor grounds are not available for use.

Availability

- **The Community Meeting Spaces are available at no cost to nonprofit agencies and governmental entities (“Organizations”) serving Charlotte County whose mission and impact align with the philanthropic commitment of CCF.**
- Usage of the T&E will be considered during weekdays between 7 AM and 9 PM.
- Usage of the CMR is available during CCF’s daily hours of 9 AM to 5 PM.
- After-hours and weekend use of the T&E (after noon on Saturday) will be considered on a case-by-case basis. Availability around holidays may be limited.
- Available rooms are typically booked on a first-come, first-served basis no more than 60 days in advance. Requests for usage beyond 60 days will be reviewed on a case-by-case basis.
- CCF reserves the right to withdraw approval of the room usage should a critical need arise. In such a case, CCF will work with the Organization to either relocate the meeting to another room or reschedule it for another day. CCF reserves the right to deny room usage to any organization based on CCF priorities and policies.
- Usage is not available when CCF is closed for the holidays or during inclement weather that requires closing of its campus, even if previous key access was obtained. CCF staff will attempt to notify you in advance of any such closure; we encourage you to call the office and/or check CCF’s website for closing information.

Utilization Overview

- The Community Meeting Spaces are not available for commercial or individual usage such as private parties—they are only for local 501(c)(3) nonprofits and governmental agencies.
- The rooms are for organizational training and educational purposes, including board and staff meetings.
- Religious activities, fundraising, private/social events, political activities, recruitment, registration, etc. are not permitted.
- Organizations are expected to have a representative with leadership and decision-making authority on-site for the entire duration of the facility’s usage.
- CCF is a smoke-free campus. Alcohol, weapons, and drugs are also not permitted anywhere on CCF campus.
- The Organization must have prior approval of CCF to allow any media presence at the Organization’s meeting. If prior approval is not acquired, media may not be allowed to attend.
- Children under the age of 18 must be supervised by an adult over the age of 21 at all times while on the CCF campus.
- CCF is not responsible for damage to, or lost articles placed in or left anywhere in, on, or at the CCF campus. Organizations assume full responsibility for any theft, loss or damage to any property or equipment used at or brought into CCF campus by its agents, participants, or invitees. The Organization is responsible for any damages caused to the facility, equipment, or grounds.
- The Organization agrees to indemnify and hold harmless CCF 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 CCF facilities. CCF reserves the right to require the Organization to provide evidence of liability and property damage insurance, acceptable to CCF, before the use of CCF facilities.

Usage Procedures

- The CCF Office Manager will be the Organization’s point of contact during your time in the Community Meeting Rooms and will assist with any questions.
- The Organization’s representative must remain onsite during designated meeting times.
- No alcoholic beverages may be possessed, served, or consumed on the premises, and smoking is

prohibited on the entire CCF campus.

- The Organization is responsible for all setup, breakdown and clean-up, leaving the facilities in their original condition.
 - The meeting room tables and chairs may be moved but must be returned to their original positions. They may not block exits or fire alarm pull stations and cannot be moved out of the room.
 - No standing is permitted on chairs or tables, and no sitting is permitted on top of tables.
 - Due to limited storage and fire hazards, all Organization's possessions, equipment, containers, meeting materials, paperwork, flyers, etc. should be removed. Any remaining at the facility will be promptly disposed of.
 - These items (or those similar) are not permitted on CCF premises: Open flames, candles, aromatherapy diffusers, smoke machines, hanging lights, glitter, confetti, paint, sparklers, live animals, or weapons of any kind. Any other questionable items must be discussed with CCF in advance.
- Decorations can only be added with prior CCF permission.
 - The following are not allowed: tape, nails, thumbtacks, putty, adhesive materials, or any other item that could affect the appearance of the surface when removed.
- Deliveries for meetings may only be made on the date of the meeting, and an Organization member must be present to accept delivery. CCF staff cannot accept deliveries for meetings. The Organization is responsible for any vendors they employ for an event.
- Noise and activity levels must be controlled and not interfere with CCF business operations. The lobby or hallways are not to be used for telephone calls or conversations. These areas are always video-recorded as part of the CCF security and building access system.
- CCF will not provide office supplies, copying, faxing, or administrative services.
- Minors must be under the care and supervision of adults over 21 inside or outside of the meeting areas.
- The Organization is not permitted to sublet the facility or charge an admission fee.
- The Organization is responsible for coordinating with any caterer it employs and must notify CCF staff in advance of their plans. An Organization representative must be present to meet the caterer and approve any deliver, which can only occur on the meeting day. Organizations and caterers are responsible for removing all equipment at the end of the event, including disposing of all trash.
- The T&E kitchen may be used to store food and beverage items the day of the event, and it can be used as a catering kitchen during that time.
- Organizations must provide their own paper products/plates & utensils, food, and beverages, including coffee. Existing items in the T&E kitchen are reserved for CCF events.
- CCF may deny further use of the Community Meeting Spaces to Organizations or individuals that violate the rules and regulations governing its use.

Reservation Process

- To Request to use a meeting room, return to our web page and complete the Online Reservation Application. If you need assistance in completing it, please call 941-367-0077 or email ccf@charlottecf.org. CCF staff will respond to you within 72 hours regarding its availability and potential usage.
- Organizations using the space for the first time are required to schedule a visit with CCF staff at least 5 business days prior to the requested date to ensure the requested will meet the Organization's needs and to give the Organization's representative an overview of the facility.
- Notification of cancellation is required. Failure to notify CCF of your cancellation may prevent the Organization from future usage.

Parking

- Parking on the CCF campus is extremely limited. Public parking is available directly across Sullivan Street or at the Herald Court Parking Garage (117 Herald Court).

Accommodations

- If the Organization needs an accommodation made under the Americans with Disabilities Act (ADA), please notify the CCF Office Manager. CCF will do our best to comply with such requests and will alert you to our ability to do so.

Arrival Procedures

- **Check-In:** The Organization's representative should arrive a half hour before the event's start time. A review of audio-video equipment should be done at this time as well as moving any tables and chairs. Tables and chairs may not be moved to or from your reserved room.
- **After Hours:** CCF staff will provide access during regular office hours (Mon-Fri, 9-5). Doors are locked outside these times and require a key. If access is needed outside of regular business hours, a key will be issued to the Organization and be made available for pickup two days before your meeting. It must be left at CCF upon departure. Do not prop any exterior doors open, except while carrying items in or out.
- **Information for Attendees:** Please review these items with your meeting attendees and help ensure their compliance:
 - As sound travels in the Hoffer Center where CCF staff are working, please refrain from having conversations in the lobby area and keep room doors closed during meetings.
 - Please take any cell phone calls outside the building and keep phones on vibrate inside.
 - Meeting attendees must remain in the designated meeting room areas. If you would like to see the rest of the campus, please ask the Office Manager.
 - Unattended children are not permitted inside or outside the office building.
 - Unsecured wireless internet is available for guests utilizing the CCF Guest networks.

Check-Out Procedures

- **Check-Out:** During office hours the Organization's representative should check out with the Office Manager after the meeting, to ensure the room has been returned to its original state.
- **Key:** If assigned a key, it must be left in the designated location at CCF at the meeting's conclusion.
- Additional check-out list:
 - Tables & chairs returned to their original positions
 - Table tops clean (spray/paper towels provided)
 - Floor free of dirt or food (vacuum available if necessary)
 - Walls in original condition
 - Lights turned off
 - Projector turned off, televisions turned off, and computers left on
 - All meeting items brought in are removed
 - Organization representative stays until all attendees have departed.
 - If you have adjusted the room temperature, restore the thermostat to its default setting.
- Although facilities are available at no cost, fees will be charged in these situations:
 - If a room is not returned in a clean condition, the Organization will be charged the actual costs incurred by CCF to clean the room.
 - If an Organization loses or misplaces its key, there may be a fee based on the replacement cost.

CCF reserves the right to cancel or deny a request from any Organization and to amend this policy as it sees fit.