

# Humboldt Area Foundation

## Meeting Room Information and Policies

### **Alcohol Policy**

Groups who plan to serve alcohol at their meeting or event must provide current proof of liquor liability insurance for the scheduled event at least one week in advance of the event. Groups who do not provide the proper documentation will not be permitted to serve or consume alcohol on the premises.

### **Animal Access**

Guide dogs and assistance animals for people with disabilities are permitted, but must be on a leash at all times. Other animals will be subject to our pre-approval. Animals who exhibit aggressive or disruptive behavior may be required to be removed from the premises. We reserve the right to request an animal be removed from the grounds at any time.

### **Audio/Visual Equipment**

Availability of audio/visual equipment may vary and should be requested on the Meeting Room Reservation Request Form. If a request for equipment is not made in advance of the meeting/event date we may not be able to guarantee access for your group.

Groups are strongly encouraged to schedule a visit to the facility during regular business hours (at least 3 business days in advance of the meeting/event) to become familiar with the equipment if they have not used the facility in the past, will be using unfamiliar equipment, or if they need to test equipment or software compatibility. Foundation staff and building stewards will be available during a meeting/event to provide trouble-shooting for audio/visual issues, but will not be available to operate audio/visual equipment throughout your meeting.

### **Beverages**

The Community Center kitchen is equipped with a filtered water spout, two 10-cup coffee makers, and an electric kettle that can be used free of charge. We discourage groups from using disposable cups whenever possible, and offer 45 water glasses, 45 coffee mugs, several water pitchers, thermal carafes, and a 3 liter air pot for groups who are interested in reducing waste. Availability of amenities may be limited. We do not have wine glasses available for public use.

Humboldt Area Foundation does not provide coffee, tea, sweetener, or creamer to groups using the meeting space. Please also note that there are no convenient locations nearby to purchase these types of beverages, so please be sure to supply these items for your attendees if needed.

If your group plans to use the electric kettle or coffee makers during your visit, please transfer your beverages into one of our thermal carafes so that others can continue to use the kettle or coffee makers throughout the day. Please do not take the carafes from the kettle or coffee makers into your meeting room.

### **Breastfeeding**

Humboldt Area Foundation supports mothers to be able to breastfeed their babies or to find a comfortable area to pump. Guests to the Foundation may openly breastfeed or ask staff for access to a room where they can do so privately if they wish.

### **Building Stewards**

Humboldt Area Foundation will provide a building steward to open and close the facilities for meetings scheduled outside of our normal business hours (weekday evenings after 5:00p and weekends). A building steward will be on site while an after-hours meeting/event is in progress. Building stewards are present to open and close the building, assist with audio/visual set-up, troubleshoot audio/visual issues, and to answer general questions about the Foundation. Please be advised that building stewards are not available to assist with the set-up of tables and chairs or for clean-up of your meeting/event, as this is the responsibility of your group.

### **Cancellations**

If your group should need to cancel a reservation, please contact us as soon as possible by emailing [meetingrooms@hafoundation.org](mailto:meetingrooms@hafoundation.org) or by calling us at (707) 442-2993. Organizations must notify Humboldt Area Foundation of a cancellation a minimum of three (3) business days before the scheduled date of a meeting/event. Groups canceling an after-hours meeting will be eligible for a full refund of the meeting room fee if the cancellation is made more than 3 business days in advance of the actual reservation date. Groups canceling a reservation with less than 3 business days' notice are only eligible for a 50% refund of their payment. No refunds will be provided for same-day cancellations or for those who do not show up for a reservation without giving notice.

### **Catered Events**

Groups using a caterer must notify their contracted catering service regarding our kitchen policies. The kitchen and meeting rooms are not open to catering preparations in advance of your reservation time. Please ensure that your caterer is aware of the start time of your reservation and ask that they do not deliver food in advance of reservation. Humboldt Area Foundation staff cannot accept food deliveries. Please have your staff on hand to accept any deliveries.

Your group is ultimately responsible for removing any catering items or left over food from the meeting room before the end of your reservation time. If you are planning on hiring a caterer to clean up for you after you meeting, please be in close contact with your caterer about the end time of your meeting and ensure that they clear the room and execute the clean-up checklist before the end time of your reservation. As a courtesy to our staff and other guests, please do not leave HAF until your caterer arrives to perform clean-up duties. HAF staff are not available to clean-up for your group in the event that your caterer is late, so please plan accordingly.

**Cellular Phones**

The Community Center and meeting facilities have limited cell phone reception. As a courtesy to others in the building, please use your cell phone outside.

**Cleaning**

Organizations must allow at least 30 minutes for set-up and clean-up when considering reservation beginning and ending times. Your group is responsible for setting up furniture and equipment to suit your needs. Foundation staff are not available to assist with set-up or clean-up. Organizations must complete all of the items on the Clean-Up Checklist posted in both meeting rooms and in the kitchen prior to leaving the facilities.

**Conference Calls**

The Humboldt Area Foundation has two Polycom conference phones available to our meeting room users. Conference phones are not able to receive incoming calls. If you plan to use a conference phone, please come to your meeting prepared with a long distance calling card or a conference calling service, as Humboldt Area Foundation does not offer a complimentary calling service with the use of the conference phone. Please do not use the conference room phones to place long distance calls.

**Contact Information**

For all general questions or to book a reservation please contact our Front Office during regular business hours 8:30a-5:00p M-F at (707)442-2993.

If you are experiencing urgent issues with your after-hours meeting room reservation and require immediate assistance please contact the Office Manager at (707) 273-7357. Please do not use this number to make non-urgent changes to your reservation.

**Damages**

Organizations are financially liable for any damages to Community Foundation property, including the facility or equipment, as set forth in the Room Reservation and Agreement Form.

**Eligibility for Room Use**

The use of Humboldt Area Foundation meeting rooms must be consistent with the public charity status and charitable purpose of the Foundation. Rooms may be used by nonprofit 501(c)3 organizations, community groups, municipalities, schools or educational institutions, and non-partisan groups. The use of the space must be in alignment with practices that reflect values promoted by the Foundation, that of community, empathy, and equity, and that does not discriminate on any basis. Discrimination is prohibited on the basis of race, age, sex, sexual orientation, gender identity, genetic information, national origin, religion, marital status, medical condition, disability, military service, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, or local laws or ordinances.

Public requests to use this space are considered on a case-by-case basis with the final decision to use at the discretion of the Foundation. The purposes of the Foundation take precedence over all other potential uses and the Foundation reserves the right to deny use of the meeting rooms to any organization or entity. Further, any breach of the policies contained within this document may result in cancellation of the host organization's reservation and/or future denial of requests to use the space.

Examples of activities we are not able to accommodate include, private events, meetings by an individual not associated with an applicable organization, religious groups, partisan group, for profit group, or meetings that are not in alignment with the above stated values.

If the group charges a fee for attendance at the meeting or event, that group must have a current nonprofit status and must provide the Foundation with a tax ID# (EIN).

### **Fees**

Meeting rooms are free to use during Humboldt Area Foundation's regular business hours, 8:30a-5:00p M-F. After-hour meetings/events will be charged a \$16/hr fee per room (with a minimum of \$48, or three hour meeting) to offset the cost of providing a building steward and to support the operation of the facility during your event. Fees are charged in full hour increments. All fees must be paid at least one week prior to the reserved meeting/event date. Organizations may pay by cash, check, or by submitting a Credit Card Authorization Form. Please refer to the cancellation section in this document to determine how refunded fees will be paid.

While we expect that your group will start and end your meeting on time per your reservation agreement, if your group should go over your reservation time for any reason, you will be subject to additional fees to be charged in full hour increments.

If your group will be charging a fee for attendance at your meeting or event, you must have current nonprofit status and must provide the Foundation with your tax ID# (EIN).

### **Furniture**

Our meeting rooms offer furniture that allows for a variety of room set-up options. For examples of set-up options for each room, please download the *Meeting Room Layouts* document from our website. Below is a list of furniture available in each room:

#### ***Nilsen Room (capacity 18)***

- Please note that the tables and chairs below can be rearranged, but cannot be removed from the meeting room
- 20 Ergonomic Chairs
- 6 Tables (30" x 60")
- 3 Sideboard Buffet Tables (19" x 72", cannot be moved)
- 1 Dry Erase White Board (wall mounted)

- Samsung 55" 1080p Smart LED LCD Flat Screen TV (for video conferencing, DVDs, PowerPoint presentations, etc.)

***Emmerson Room (capacity 65 standing, 45 seated)***

- Please note that the chairs, tables, and lectern are stored in closets located in the meeting room and can be arranged or removed/stored as desired
- 70 Banquet Chairs
- 9 Large Round Tables (seats 6-8, 62" diameter)
- 10 Small Round Tables (seats 4-5, 48" diameter)
- 17 Rectangular Training Tables (seats 2-3, 18" x 72")
- Lectern
- 3 Dry Erase White Boards (wall mounted)
- Projector Screen (ceiling mounted, retracting)

**Reservations**

***Hours***

Humboldt Area Foundation's business hours are 8:30a-5:00p M-F. After-hours and evening use are considered to be: 5:00p-10:00p M-F, 8:00a-10:00p Sat, and 8:00a-5:00p Sun. Humboldt Area Foundation is unable to accommodate meeting requests which begin or require set-up before 8:30a, M-F. Meeting Rooms are not available for reservation on holidays observed by the Foundation.

***Frequency***

Groups may have up to six events reserved at any one time. Meeting rooms can be scheduled up to one year in advance.

**Reservation Adjustments**

Please contact our staff at (707) 442-2993 as soon as you know you will need to make an adjustment to the room reservation to ensure that we can accommodate your request. We will do our best to accommodate all requests for changes, but cannot guarantee that space will be available.

**Availability Disclaimer**

Humboldt Area Foundation reserves the right to cancel your meeting reservation for reasons such as building maintenance or safety hazards. We will make every attempt to contact you as far in advance as possible if a cancellation is required. Your room fees will be fully refunded in these circumstance.

**Insurance**

Organizations or groups who will be selling or consuming alcohol on Humboldt Area Foundation premises must provide proof of Liquor Liability insurance in force during the date(s) of the event, with a minimum occurrence limit of \$1,000,000 and naming Humboldt Area Foundation as an additional insured. Proof of insurance must be submitted to the Foundation at least one week prior to your event.

**Kitchen**

A full service kitchen space is available for our guests to use to upon request. It is equipped with a microwave, commercial oven, full size refrigerator, coffee makers, and a variety of kitchenware including serving platters, serving ware, thermal carafes, plates, glasses, coffee mugs, and flatware (45 place settings). Groups using the kitchen must provide their own coffee, tea, sweetener, cream, paper products, wine glasses, table cloths, napkins, containers, and plastic bags for leftovers.

Food and supplies for events can only be brought in during your scheduled meeting time. Food may not be served in the kitchen during regular business hours and should be served in your meeting room.

Please note that the kitchen is shared with the Foundation staff and other guests. As a result, space and amenities may be limited. We have a refrigerator available exclusively for groups using the meeting rooms and one for the HAF staff. Please use only the refrigerator designated for community groups. We also kindly ask that groups using the kitchen area keep counters tidy for others who use our facilities. Before leaving, guests must complete the Clean-Up Checklist and be sure to place all dishes in the dishwasher, wash and dry any dishes that do not fit in the dishwasher, and leave the kitchen area clean after your activity.

Groups who produce an exceptional amount of trash or recycling will be asked to dispose of these materials off site, as we have limited capacity to dispose of trash during our weekly pick-up.

### **Lighting**

To promote the energy efficiency of our building, please turn off all meeting room lights before leaving the facility after your reservation has ended.

### **Meeting Times**

Meeting room reservations should always include ample time for the set-up and clean-up of your meeting/event. Meeting rooms will not be available to your group before the start time of your reservation, so please be careful to include enough time in your requested reservation to accommodate for your group setting up furniture, equipment, and food preparation. As a courtesy to our staff, building stewards, and other groups who will use the room after you, your group is responsible for making every effort to conclude your meeting/event on time per your reservation, including the necessary time for clean-up.

### **Media**

Organizations that have invited or expect media coverage during scheduled meetings or event or require a Foundation logo should email Communications Manager, Linda Stansberry, at [LindaS@hafoundation.org](mailto:LindaS@hafoundation.org) or call (707) 267-9911. In media releases and promotional materials please refer to the location of your meeting as: Humboldt Area Foundation Community Center.

### **Office Supplies**

Humboldt Area Foundation offers the following supplies for your group to use while at our facility: easel paper, flip chart markers, dry erase markers, blue painter's tape, audio visual equipment (please refer to the section on audio visual equipment for a complete list). The quantity and colors of markers available may be limited.

Humboldt Area Foundation does not offer the following supplies: copies/copy machine, paper, stapler, scotch tape, scissors, etc. Please bring whatever additional supplies you may need for your meeting with you.

### **Parking**

The Humboldt Area Foundation parking lot has 65 parking spaces, including 5 handicap spaces which are shared by staff and meeting room guests. If your group expects more than 30 people in attendance of your meeting, we strongly encourage your participants to carpool, as parking space can be limited and there is no nearby location for lot overflow. Parking is available on a first-come, first-served basis.

Please be advised that our parking lot does not open until 8:30a M-F. As a courtesy to our staff and neighbors, if arriving earlier than 8:30a please do not block access to the driveway or create traffic on Indianola Rd.

### **Transportation**

Unfortunately, the Humboldt Area Foundation Community Center is not within easy access of public transportation or bus lines. Please keep this in mind when scheduling events, and encourage participants to carpool as much as possible.

### **Restroom Facilities**

The Community Center is equipped with the following ADA compliant restrooms located in the Community Center and directly adjacent to the meeting rooms:

- Women's restroom - three standard stalls, one handicap stall, and a changing table
- Men's restroom – two urinals, one standard stall, one handicap stall, and a changing table

People may use the restroom of their choice regardless of gender identity or expression, or may ask Foundation staff for access to a private restroom, if desired.

### **Room Capacity**

For safety reasons and in order to comply with our building fire code, meeting rooms have the following room capacities:

- Nilsen Room – maximum capacity of 18, no more than 14 recommended for seated meals
- Emerson Room – maximum capacity of 65 standing, no more than 45 recommended for seated meals

Please limit your event participation to comply with these capacity limitations.

**Smoking**

Humboldt Area Foundation does not allow smoking of any kind within 30 feet of the building. Cigarette butts must be disposed of in the proper receptacle. Humboldt Area Foundation prefers that you refrain from smoking on the premises.

**Tape**

The Foundation can provide blue painters tape to groups who wish to hang paper on the walls or windows. Please do not use scotch tape, masking tape, duct tape, or any other tape not provided by the Foundation as this can damage our facilities. Please do not ever use tacks or nails to hang objects on the walls.

**Temperature/Thermostats**

The Community Center meeting rooms are equipped with a forced air heating/cooling system. To promote energy efficiency, rooms are preprogrammed to maintain a room temperature between 68 and 72 degrees. Please remind attendees to dress in layers, and please feel free to open windows if necessary to promote the comfort of your group. If you notice that the thermostat in your meeting room is malfunctioning, please ask for assistance from Foundation staff to make the appropriate adjustments to the system.

**Translation/Interpretation**

Humboldt Area Foundation offers audio equipment that can be reserved with your meeting room that will aid in providing interpretation to large groups of up to 20 people. To use this equipment you must hire a bilingual individual to provide the language interpretation to your group. While Humboldt Area Foundation does not currently offer direct translation services, we do offer a comprehensive list of local translation resources on our website at <http://www.hafoundation.org/Nonprofit-Resources/North-Coast-Translate>. Please contact us at (707) 442-2993 with questions.

**WIFI**

Meeting room users will have access to WIFI when visiting our facilities. WIFI network and security passcode are posted in both meeting rooms and in the Rooney Resource Library. Please direct your guests to these signs for WIFI access. Please also be aware that bandwidth is limited and connectivity may be slowed when many users are accessing the network at once.

**Windows**

Both meeting rooms are equipped with operable windows which we encourage organizations to open if rooms become stuffy or hot. Please close and lock all windows before leaving the building after your reservation has ended.