Northern New York
Community Foundation

Title:	**Building Use Policy** **Northern New York Philanthropy Center**	Policy Number:	**ADM 150**
		Revision:	**Original**
		Date:	**09/24/2021**

Purpose / Scope:

The Northern New York Community Foundation ("NNYCF") is pleased to open its doors to the community at the Northern New York Philanthropy Center ("NNYPC") by welcoming local nonprofit and community organizations to use its conference rooms and meeting facilities. ***Our vision is to be a gathering place for community philanthropy; a physical place where we welcome donors, nonprofit and community organizations to join together, address community issues of shared concern, and promote improved quality of life for our region.***

An important part of this vision is to enable local nonprofit organizations to use our facilities at little or no-cost. In consideration of this, we also expect those who gather here to treat the property as if it was their own, and to use good judgment so that we can continue to be a resource in this way in the future. Organizations that do not care for and respect the use of the NNYPC may not be allowed to return and may also be responsible for any damages that result from misuse. It is also important to recognize that this is not a for-profit conference center and is primarily "self-serve." We do not have dedicated staff resources to serve the various needs of those who use the NNYPC and its facilities.

If your organization is interested in utilizing space, please read through the following policies and procedures to learn more.

Policies for Use of NNYPC Facility, Premises and Rooms:

1. **Availability:** Meeting spaces are available **only during normal NNYCF operating hours.** Meetings may not start or end outside of those times. Exceptions may be made for tenants.

2. **Eligible Groups:** The Philanthropy Center conference rooms are available for use by ***nonprofit and community organizations***. NNYCF reserves the right to determine eligibility.

3. **Ethical Standards:** NNYCF presumes that all organizations hosting meetings at the Philanthropy Center will uphold high ethical standards without regard to race, color, religion, sex, sexual orientation, age, national origin, or disability. NNYCF *expects all users to always conduct themselves in a respectful and professional manner*.

4. **Nature of Meeting:** Our facilities are designated for the benefit of the community for collaboration, meetings, lectures, and presentations. Gatherings that would not fall under the general formal categories above are prohibited.
    - Commercial uses (e.g., political or business events) or private parties (e.g., wedding receptions, anniversary and birthday parties, bridal and baby showers, arts, crafts, bake sales, etc.) are ***strictly prohibited.***

- Exceptions may be made for those conducting informational or educational opportunities consistent with NNYCF's mission and/or in partnership with NNYCF.
- Celebratory and social events and fundraisers will not be considered.
- Users of the facilities may charge for registration or materials used in the program or allow for membership fees to be collected. We must be notified in advance if any admission fee is being charged for any gathering or event.

5. **Availability and Frequency:** To provide flexibility for the usage of rooms, our general policy is to take conference room requests up to 30 days in advance and requests *must be submitted at least **14 days prior** to the event date*.
   - Requests to use the conference rooms will be granted when rooms are available, and meetings do not conflict with activities scheduled by NNYCF or by NNYPC building tenants.
   - NNYCF reserves the right to deny room usage to any organization based on priorities or policies.
   - Requests to use the facilities on a regular basis, i.e., weekly, monthly, etc. will be considered on a case-by-case basis. As a rule, we ask that no reservations be made over multiple consecutive days.

6. **Cost:** NNYCF does not operate the Philanthropy Center as a profit-making enterprise, but it may seek to cover the costs of cleaning and setting up space when organizations use the facilities.

7. **Insurance:** Organizations may be asked to provide a Certificate of Insurance for general comprehensive liability insurance with limits of at least $500,000 and name the Northern New York Philanthropy Center as "Additional Insured" and "Loss Payee."
   - Organizations will agree to indemnify and hold harmless NNYCF 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 our facilities.

8. **Food and Beverages:** Food and beverages are limited to light refreshments only. Light refreshments include non-alcoholic beverages and edible items commonly served between meals, but not intended to substitute for meals.
   - It is the responsibility of the organization utilizing the facility to ensure that all food, beverages, and related items are removed from the premises at the end of their scheduled time.
   - In addition, no outside appliances may be used. If any spills or other damages occur because of food or beverages being served, NNYCF must be notified immediately. The organization using the space will be responsible for any additional cleaning or repairs occurring as a result.
   - The reserving organization will be responsible for the cost of any additional cleanup or replacement, if necessary.

9. **Alcohol:** No alcoholic beverages may be possessed, served, or consumed on NNYCF premises during working hours.

10. **Smoking**: (including e-cigarettes) is NOT permitted in the building nor anywhere on the property of the Philanthropy Center, including outside and in and around the parking lot.

11. **Technology and Phone Usage:** Organizations must provide their own technology (laptops, etc.) when using the facility.
    a. NNYCF has large monitors in every room equipped with HDMI jacks.
    b. Any inquiries about technology must be made at least 48 hours prior to the scheduled use. No last-minute requests for technology assistance will be accommodated.
    c. The NNYCF's meeting room phones are to be used for emergencies only.
    d. A conference telephone is available for use with prior (at least 48 hours prior) arrangement with NNYCF. The users must provide and manage their own conference service.
    e. We do not provide copying, faxing, or secretarial services.

12. **Meeting Room Protocol:** Please ***refrain*** from using additional spaces (including main lobby or other common areas), other than the assigned space for your meeting, without consent of NNYCF staff as there may be other meetings scheduled. Noise and activity levels ***must*** be controlled and not interfere with normal business operations of the NNYCF, tenants, and other guests. This is especially true in the atrium and other common areas.

    Furniture:
    - ***No rearrangement of room configuration of any kind*** is allowed without prior approval of NNYCF.

    Windows or blinds:
    - Do not open or adjust the windows or blinds in the rooms.
    - If the temperature is not conducive, please adjust the thermostat as necessary. If for some reason this does not rectify the situation, please contact a NNYCF representative for assistance.
    - Window treatments are ***not*** to be adjusted. If there is a reason to adjust them due to necessary changes in lighting, please contact a NNYCF representative.

    Walls:
    - ***No materials of any kind are to be affixed to the walls, windows, or other surfaces at any time under any circumstances***.
    - Decorations may only be added with prior written permission.

    Items not allowed:
    - The following items, or similar items, are not permitted on our premises: open flames, smoke machines, heaters, hanging lights, glitter, paint, confetti, sparklers, feathers, live animals (*service animals are permitted*), or weapons of

any kind. If you have a questionable item, please contact NNYCF in advance of the event.

Following the use of the meeting facilities:

- 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; countertops; sinks; microwave (inside and out), floors; refrigerator (inside and out); trash containers should be emptied if excessively full or contain food waste.
- Your organization is responsible for any damages caused to the facility or grounds.

13. **Building Access, Security and Safety:** For your security and the security of those working and visiting the Northern New York Community Philanthropy Center, the main building doors as well as interior main doors are locked outside of normal NNYCF business hours.
    - Do not prop or hold open the exterior or meeting area doors in the lobby at any time for any reason.
    - Your organization's representative must remain onsite during designated meeting times, and ensure that the representative's contact information is provided on the request form. Keep in mind, this representative may often not be the person who reserved the room.
    - We recommend that you discuss anticipated arrival times for guests, and other people involved in your event as part of the preparation for your meeting.
    - Meeting attendees should remain in the designated meeting space, unless using restrooms, kitchen area or accompanied by a NNYCF or tenant staff member.
    - No entrance is to be made through any doors other than the main entrance, which is in the back of the building. The Washington Street entrance at the front of the building is to be used only as an *emergency exit.*
    - Children must always be under the care and supervision of adults.
    - The NNYCF and Philanthropy Center are not responsible for any items that may be lost, misplaced, or stolen during your event.
    - Deliveries for meetings may only be made 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.
    - The NNYPC follows CDC guidelines regarding COVID and social distancing.

14. **Parking:** Limited visitor parking is available onsite.
    - Street parking is available and there are several public parking lots nearby, such as the JB Wise lot and the Stone Street lot.
    - Parking spaces behind the adjacent 215 Washington Street are **not** available.
    - Guests parking in that lot are subject to towing at their own expense. Please notify your guests accordingly.

15. **Other Restrictions or Requirements:** Organizations using the facility shall indemnify and hold harmless NNYCF and its Board of Directors and employees from all claims or actions attributable to use of the meeting spaces.
    a. **Mailings, Media Releases or Media Present at Event**: Any media releases (newspaper, television, mailings, etc.) referencing your event at the Philanthropy Center must be reviewed and approved by the NNYCF's Communications Director prior to release.

        - We reserve the right to modify or deny media releases based on the Philanthropy Center/NNYCF policies.
        - Your organization must have the prior approval of the NNYCF to allow any media presence at your organization's event.
        - Users of the facilities may not use the NNYCF as a mailing address.
        - Publicity announcing meeting / event location must state: "This program is sponsored by [NAME OF USER ORGANIZATION]." ***Any reference to "Black River Valley Club" should be avoided.*** References in ANY form to the ***location must either state: "Northern New York Community Foundation" or "Northern New York Philanthropy Center," or both.***

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Reserving a Conference Room:

1. **Eligibility and Priority for Use of Conference Rooms:** Organizations may reserve conference rooms when they are available, and meetings do not conflict with activities scheduled by NNYCF 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. **Scheduling:** Scheduling must be made at least 14 days in advance. Signed usage policy and copies of any applicable insurance certificates must be received within 14 days of the scheduled event.

3. **Contact Information:** To reserve a meeting room at the Philanthropy Center, please contact the Community Foundation at **315-782-7110**.

4. **Availability of Conference Rooms:** Conference rooms will be available and reserved on a first-come, first-served basis, except in the instance that an NNYCF event conflicts with the reserved date.
    - Conference rooms are available weekdays during NNYCF normal business hours of 8:30 a.m. to 4:30 p.m.
    - Meetings are not allowed to start or end outside normal business hours.
    - Requests to use the Philanthropy Center for two or more consecutive days will be reviewed on a case-by-case basis.
    - If you find you need to cancel your reservation, please notify us as soon as possible so that we may accommodate other organizations.
    - Failure to do so may result in a cancellation fee of $25 and/or inability to reserve the facilities in the future.

5. ***Philanthropy Center Tenants*** on the third floor wishing to hold meetings outside of these hours (evenings and weekends) will be limited to use of the third-floor conference room.
    - The building will remain secured, and tenants will be responsible for personally admitting meeting attendees to the building and escorting them to the third-floor conference room.
    - Exceptions for use by Philanthropy Center tenants of the facilities outside of normal operating hours will be reviewed and approved on a case-by-case basis by NNYCF staff.

6. **Site Visit:** Organizations who have not used the NNYPC facility in the past, are encouraged to perform a site visit NNYCF staff at least 14 days prior to the requested use date. The purpose of the site visit is to ensure the room requested will meet the organization's needs and give your organization's representative an overview of the building, as well as coordinate any possible technology needs.

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Available Rooms and Accessories:

1. **Conference Rooms and Accessories Available:**
   - Conference rooms are designed to host gatherings that will require tables and chairs.
   - Select a room that will accommodate your meeting size and needs.
   - All conference rooms on the first floor are Americans with Disabilities Act (ADA) accessible.

2. **Other Facility:**
   - The Philanthropy Center offers a small kitchen with a microwave and full-size refrigerator.
   - There are two restrooms next to the main entrance

3. **Use During Regular Business Hours:** Philanthropy Center rooms are available during our normal business hours of Monday through Friday, 8:30 a.m. to 4:30 p.m.
   - The Community Foundation does not employ staff beyond our regular business hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.
   - As there are costs associated with keeping the Philanthropy Center open at times other than regular business hours, requests for events will be reviewed and approved only on a case-by-case basis.

Room Descriptions:

Room One:
- Setting: Board-style seating 20
- Technology: Monitor with HDMI port for ease of use

Room Two:
- Setting: Board-style seating 12
- Technology: Mobile Monitor with HDMI connection

Room Three:
- Setting: Theater-style with seating up to 45
- Technology: Monitors with HDMI port for ease of use. Monitors can be set up to display simultaneously

Room 4:
- Setting: Board-style seating 10
- Technology: Monitor with HDMI port for ease of use

NOTE: Room and seating capacity is based on permitted building occupancy and acceptable room occupancies set by local fire codes. We cannot accommodate meetings and/or groups that require seating greater than capacities outlined above.

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Appendix A: NNYPC - Building Use Policy - **Authorization Form**

Appendix B: NNYPC - Building Use Policy - **Room and Equipment Request Form**

Appendix C: NNYPC - Building Use Policy - **Final Inspection Checklist**

Revision Control

Revision	Description / Change Record	Creation / Change Date	Initials
Original	Draft Initial Policy	06/12/2020	MP
Original	Update to Language and Forms	09/24/2021	BEM

Approvals:

Name	Title	Signature	Approval Date
Beth E. Maguire (Policy Administrator)	Director of Finance	Beth E. Maguire	8/28/2021
Rande S. Richardson	Executive Director	Rande S. Richardson	8/28/2021
Katherine F. Fenlon	Board Chair	Approved by the Board at the September 28th,2021 BOD meeting	08/28/2021

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NNYPC – Building Use Policy
Appendix A

Authorization

I have read and understand the terms of the Northern New York Philanthropy Center Building Use Policy. 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 Northern New York Community Foundation.

_____	_____
Signature of Organization's Primary Contact	Date
_____	_____
Printed Name of Organization's Primary Contact	Cell Phone of Point of Contact
_____	_____
Signature of NNYCF Representative	Date
_____	
Name of NNYCF Representative	

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Appendix B

Northern New York Philanthropy Center Room and Equipment Request Form

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

Northern New York Community Foundation
131 Washington Street
Watertown, New York 13601
Email: info@nnycf.org or Fax: 315-782-0047

Please note that submission of this request is **NOT** confirmation. A written confirmation will be emailed or faxed to you within 48 business hours after your request has been received.

Organization Information
Organization: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Meeting Primary Contact (Onsite): _____
Title: _____
Phone Number: _____ Email: _____
Cell Phone or after hours contact number: _____

Secondary Contact: _____
Title: _____
Phone Number: _____ Email: _____
Cell Phone or after hours contact number: _____

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: _____
Number of Attendees Expected: _____

*Please confirm you are aware NNYCF has **very limited parking onsite**. Street parking is available as well as public parking nearby. (Parking is **NOT** available behind 215 Washington Street. Violators are subject to towing.)*

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Northern New York Philanthropy Center Room and Equipment Request Form (continued)

Audio-Visual Needs (must reserve when scheduling room)

_____ Podium or Speaker's Table

_____ Flat-Screen TV (requires HDMI connection to laptop)

_____ Wireless network connection (organization must supply laptop)

_____ Conference Phone

Food and Beverage Information *(Please see Policies for Use of NNYPC Facility and Rooms section to see what is allowed at meetings)*

Will light refreshments and/or beverages be served at the meeting? Yes / No

Will food / beverages be delivered by someone external to the organization having the meeting? Yes / No

If yes, name of delivery contact _____

Please make sure a contact person from your organization is present to accept food/beverage delivery. The Community Foundation will not accept delivery of any items.

Food / Beverage delivery arrival time: _____

Food / Beverage delivery departure time: _____

Authorization

I have read and understand the terms of ***Northern New York Philanthropy Center Building Use Policy***. Any violation of the policy may result in denial and/or cancellation of future use of the community rooms.

_____ _____

Name of Meeting Primary Contact Date

_____ _____

Signature of NNYCF Staff Date

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Appendix C

Final Inspection Checklist

The following "Final Inspection Checklist" must be completed by the organization representative and reviewed by Community Foundation staff prior to the organization's representative leaving the NNYPC's premises. Failure to comply may jeopardize future use.

_____Tables in original position (no tables should be moved at any time)

_____Chairs in original position

_____All food and catering supplies removed

_____Table tops clean

_____Countertops clean

_____All audio and visual equipment used by the organization that is the property of the

_____ NNYPC is in the same working condition that it was prior to use

_____All items brought in for the meeting by the organization have been removed

_____All meeting attendees have left (the organization representative may not leave until all attendees have exited the building)

Please list any damage and/or issues that resulted during the meeting with any property of the NNYPC:

_____

_____

_____

_____

The above items have been completed:

_____ _____
Signature of Organization Representative Date

_____ _____
Printed name of Organization Representative Date

_____ _____
Signature of NNYCF Representative Date