

## Facilities Guidelines and Use Policy

### Daytime Hours for Charitable Use Guests

**Accessibility:** The center is designed to allow for the use and enjoyment of all people. The center may be used by nonprofit organizations, community groups and businesses if the meeting or event has a charitable component.

**Animal Access:** Guide dogs and assistance animals for people with disabilities are permitted in the center but must be on a leash at all times and muzzled, if necessary. No other animals are permitted.

**Alcohol Policy:** No alcohol is to be served without submitting additional insurance requirements and obtaining explicit permission from the Community Foundation Santa Cruz County ("CFSCC").

**Beverages:** The center is equipped with filtered waterspouts in the break room, terrace and coffee stations. There are also two drinking fountains. If requested, CFSCC will provide coffee and tea (recyclable cups, creamer, sugar, and stirrers are included) for the fee of \$38. Organizations are under no obligation to purchase coffee/tea from CFSCC and may bring in their own coffee/tea in premade containers. Organizations choosing to bring their own coffee must supply recyclable cups, creamer, sugar, and stirrers. Please contact the Operations Manager at [facilities@cfsc.org](mailto:facilities@cfsc.org) at the time of your reservation if you would like to order coffee for your meeting.

**Cancellations:** You may cancel your meeting within Skedda up to 48 hours before your reserved time. We request that you make any cancellations as soon as you are aware of them. To cancel within 48 hours please contact our Operations Manager at [facilities@cfsc.org](mailto:facilities@cfsc.org).

**Cleaning:** Rooms should be left in the condition they were found in. Please allow time within your scheduled reservation for room set up as well as clean up. Our calendar is booked out and we may have users reserved immediately after your meeting.

**Damages:** Organizations are financially liable for any damages to CFSCC property, including the facility or equipment, as set forth in the "Facilities Use Liability Waiver" as well as any cleaning costs as assessed and determined by CFSCC staff.

**Equipment:** Audio-visual equipment must be requested on the Community Room Reservation Request form. Organizations unfamiliar with the equipment should arrange to be trained by CFSCC staff at least two business days prior to event date. We cannot guarantee that equipment support will be available at the time of your meeting.

**Fees:** Community meeting rooms are free to use for any 501(c)3 during CFSCC's business hours

**Conference Room Hours:**

- Monday, Wednesday, Friday - 9:00am-4:30pm
- Tuesday, Thursday - 9:00am-10:30am & 2:30pm-4:30pm

\*\* After hours use is not available at this time. \*\*

**Food:** Food and supplies for meetings can only be brought in during your scheduled meeting time. CFSCC staff cannot accept food or package deliveries. Please have your staff on hand to accept any deliveries. Organizations must supply all food, beverages, recyclable food service supplies, napkins, containers, and plastic bags for leftovers. Make certain to reserve the time needed for set up and clean up in your reservation.

**Insurance:** Organization shall maintain commercial general liability insurance with minimum limits of \$1,000,000 per occurrence / \$2,000,000 aggregate.

**Liability Waiver:** All organizations are required to have signed a “Facilities Use Agreement and Liability Waiver” before making reservations. Organizations agree to defend, indemnify, and hold harmless the Foundation and any of its board members, staff, employees or agents from and against any and all claims, demands, causes of action, damages, penalties, costs, expenses, actual attorneys’ fees, expert fees, settlements, judgments, losses or liabilities, in law or in equity, of every kind and nature whatsoever, arising out of or related to Organization’s use of the Foundation’s property, including facilities and equipment.

**Lighting:** Community rooms are equipped with motion sensors which will automatically turn the lighting on and off. Organizations which utilize the dimming feature or turn lights off must return lights to the motion sensor position after the meeting/ event concludes. 3rd button down on the light plate is for projection lighting.

**Media:** Organizations that have invited or expect media coverage during scheduled meetings or events or require a Foundation logo must contact Kevin Heuer at [kheuer@cfsc.org](mailto:kheuer@cfsc.org). In press releases and communications refer to CFSCC as: Community Foundation Santa Cruz County at the Jack and Peggy Baskin Center for Philanthropy. WIFI is provided with the understanding that no illegal media is to be downloaded.

**Parking:** The center has 46 parking spaces, with designated spaces for handicap, carpool, alternative fuel vehicles and an electric charging station. Parking is available on a first come, first-served basis. CFSCC encourages organizations to arrange carpools or use public transportation. Visit Santa Cruz Metro website at [www.scmt.com](http://www.scmt.com) to obtain the best route.

There is additional parking across the street in the Safeway parking lot. It is the group’s responsibility to communicate parking options to meeting attendees in advance. Please do not park across the street at the medical building offices.

**Reservations:** All room reservations must be booked through our reservation software, Skedda. If you do not have access to Skedda or have questions related to its use, please contact our Operations Manager at [facilities@cfsc.org](mailto:facilities@cfsc.org). Skedda log ins and passwords are not to be shared with others. Log ins are authorized for requesting organization use only. Organizations will be responsible for all reservations made under their log in.

**Restroom Facilities:** The center is equipped with the following handicap accessible facilities:

- 1 single gender neutral restrooms (located on second floor)
- 3 single gender neutral restrooms (located on first floor)

**Room Capacity:** The stated maximum room capacity cannot be exceeded. Please plan accordingly.

- Solari maximum capacity is 58.
- Couch Room maximum capacity is 12.

**Smoking:** Smoking is prohibited in the building, on the terrace, or within 20 feet of the building.

**Supplies:** Organizations are responsible for bringing any needed supplies for meetings/events such as: easel paper, copies, and laptops. We also recommend you bring an HDMI cable that connects to your laptop if you plan on using the facility A/V equipment. CFSCC will provide dry-erase markers since permanent markers are prohibited.

**Tape:** CFSCC only allows the use of painter's tape on windows, whiteboards and behind the wood paneling. Please remove any tape residue left on meeting tables or walls. Do not use tape on painted surfaces.

**Thermostats:** The center has a radiant heating system throughout the building. Rooms are pre-programmed to maintain the room temperature between 66 and 74 degrees. Please remind attendees to dress in layers. Only three community rooms have air conditioning (Solari Room East and West, and the Couch Room). The air-conditioning will automatically turn on if the temperature exceeds 75 degrees.

**Wi-Fi:** Free Wi-Fi access is provided however we ask that Wi-Fi use be limited to meeting and authorized needs only.

### **Room Checkout Procedures:**

Before you leave, take a moment to:

- ✓ Return tables and chairs to original configuration
- ✓ Place all trash and recyclables in designated bins, located under the countertop and to the left
- ✓ Remove all meeting materials from conference room
- ✓ Let us know if anything in our facility needs attention
- ✓ Clear all food/catering supplies from conference rooms/kitchen (if applicable)
- ✓ Place dishes and coffee mugs in dishwasher (if applicable)