

Facilities Guidelines and Use Policy 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 always on a leash 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"). See the Insurance section for details on requirements. Alcohol may only be served; it cannot be sold.

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 at the time of your reservation if you would like to order coffee for your meeting.

Cancellations:

- **Reservations during regular business hours** - 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.
- **Reservations during evenings and weekends** - You may cancel your meeting up to 5 business days before your reserved time. We request that you make any cancellations as soon as you are aware of them. To cancel please contact our Operations Manager at 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 within Skedda when booking your event. 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:

- **Regular business hours** - Community meeting rooms are free to use for any 501(c)3 and projects with a 501c3 fiscal sponsor.
- **Evenings and weekends** - 501(c)3 organizations \$50.00 per hour / Other community groups \$100.00 per hour.

Conference Room Hours:

Room	Regular business hours	Evening hours	Weekend hours
Solari Room & Rooftop Terrace	Monday, Wednesday, Friday 9:00am-4:30pm	Monday, Tuesday, Thursday, Friday 4:30pm-9:00pm	Saturday & Sunday 8:00am-9:00pm
Lance Linares Board Room	Monday, Wednesday, Friday 9:00am-4:30pm	Monday, Tuesday, Thursday, Friday 4:30pm-9:00pm	Saturday & Sunday 8:00am-9:00pm
George & Debra Couch Room	Monday – Friday 9:00am-4:30pm	Monday, Tuesday, Thursday, Friday 4:30pm-9:00pm	Saturday & Sunday 8:00am-9:00pm

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 (“the CGL Policy”) with minimum limits of \$1,000,000 per occurrence / \$2,000,000 aggregate naming the Foundation, its Board of Directors, staff, and employees as additional insureds. The CGL Policy shall contain blanket contractual liability coverage. Certificates of Insurance evidencing these requirements must be provided to the Foundation for all evening and weekend events.

For events serving alcohol Organization shall provide the Foundation with proof of host liquor liability insurance with no less than \$1,000,000 in limits naming the Foundation, its Board of Directors, staff, and employees as additional insureds if Organization will serve alcohol. (You can serve alcohol but not sell it!)

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. 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.

Office Hours: The Foundations office hours are from 8:30am-5:00pm. There will be Foundation employees in the building during those times. Please exercise care around employee offices to keep disturbances to a minimum.

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 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:

- **Regular business hours** - All room reservations during regular business hours 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. 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.
- **Evenings and weekends** - For room reservations outside of regular business hours please email our Operations Manager at facilities@cfsc.org. Please note **all after-hours reservation requests must be made 21 days (about 3 weeks) in advance with a 5-day cancellation notice prior to your event's start date.**

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 10.
- Board Room maximum capacity is 10.
- Rooftop Terrace maximum capacity is 100.

Room Amenities: Each room has a unique set of amenities included with your reservation. Guests must use their own staff for assembling, staging, and returning items to storage. Please visit <https://www.cfsc.org/blog/community-foundation-room-reservations> for more information or contact facilities@cfsc.org.

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)