MEETING ROOM POLICY

Availability – Nonprofit Groups

Akron Community Foundation’s conference room is available free of charge to any nonprofit group engaged in cultural, educational, charitable and/or civic betterment activities, subject to availability. The conference room is open during the community foundation’s regular hours of operation, Monday through Friday, 9 a.m.-5 p.m.

Scheduling

First priority is given to the community foundation’s programs, board and committee meetings, and meetings of the community foundation’s affiliate funds. Reservations will be taken on a first-come, first-serve basis. All requests for use of the room must be made no more than 60 days in advance.

The community foundation reserves the right to cancel use of the conference room due to inclement weather or other unforeseen circumstances. If this becomes necessary, notification will be made by either email or phone to the meeting organizer as soon as the decision is made. It is the responsibility of the meeting organizer to relay this information to their members.

Applications

Applications may be made by phone or in writing. Prior to the meeting, the person responsible must sign our Conference Room Reservation Form found in this packet of information. Akron Community Foundation’s conference room seats 30 and can be divided into two rooms that will seat 15 each.

The applicant shall be responsible for the conduct of those attending the meeting and any damage assessments. When scheduling the room, the applicant should be prepared to provide the name of the group, purpose of the meeting, the number expected to attend, arrival and departure times, and a contact name and phone number.

The community foundation reserves the right to reject applications or withdraw previously granted permission if the organization fails to meet the community foundation’s policies.

Refreshments

Upon approval with advance notice, the visiting group may provide refreshments in connection with a meeting. No alcoholic beverages of any nature may be served, consumed or permitted on the premises.

Refreshments are the responsibility of the visiting group. The applicant must state that refreshments will be served when scheduling the room. Water, ice and glasses are available. Coffee is available on request. **No beverages with red food coloring such as punch or grape juice may be served.**

The community foundation kitchen is available for use by visiting groups. The kitchen has a refrigerator, microwave and dishwasher that are available for use. Food preparation is not permitted,
but beverages and catered or prepared foods are permitted. Dishes and flatware are available on request. (See attached form.)

Responsibility of cleanup

The visiting group is responsible for leaving the meeting room and kitchen in good condition, removing leftovers and clearing away any dishes or containers and placing them in the dishwasher. Any food or beverages left in the refrigerator will be thrown away.

If any of the furniture is rearranged, it must be returned to the original arrangement at the end of the meeting.

Liability

When a group is permitted to meet at the community foundation, this does not constitute an endorsement of the group’s beliefs or policies by the community foundation, trustees and/or staff.

It is the responsibility of the group to notify the community foundation if the meeting must be canceled. When this occurs, please notify the community foundation as soon as possible.

Rules for Use

Smoking in and on the premises of the community foundation is prohibited.

The use of candles or open flames is not permitted.

Flip charts and Post-it flip charts must be used only on the easel. Attaching paper to the wall is not permitted. Only masking tape may be used on the walls or equipment. No tacks, staples, etc. are to be used.

The community foundation is not responsible for any equipment, supplies, materials, clothing or other items brought into or transported to the community foundation property by any group or individual attending a meeting. The community foundation staff is not responsible for any articles left behind.