



## **Meeting Room & Campus Use Policy**

*\*Please read carefully before signing.\**

NOTE: Your signature on the application indicates that you have received a copy of the Meeting Room & Campus Use Policy, have read it, accepted it, agree to be bound by it and are authorized to accept it on behalf of the applicant.

### **Meeting Room & Campus Priority and Scheduling**

Please be advised that Community Foundation DeKalb County events will take priority, and the Foundation reserves the right to refuse use of the facility and/or campus to any group/organization and to terminate and/or revoke this agreement at any time and without advance notice.

Our business hours are 8 a.m. to 4 p.m., Monday through Friday. Meeting rooms will only be scheduled when an approved member of the Foundation staff or Board is available to be present for the duration of the requested use of the space.

### **Meeting Room Rules and Regulations**

All applicable fire and building codes must be followed. The Wendy J. Oberlin Conference Room comfortably sits 35 with tables in classroom style seating. Capacity shall not exceed 113 people. The Judy Sorg Conference Room comfortably seats 12 around the table. Capacity shall not exceed 50 people. The McIntosh Conference Room can comfortably seat 3 and capacity shall not exceed 5 people.

All meetings must be attended by the main contact person listed on the application for room/campus use. This person will be at least 18 years or older and is responsible for all participants attending. The main contact must also either live in or work in DeKalb County.

The use of open flames or candles is prohibited.

Drugs, tobacco and illegal weapons are not permitted in the building or on the campus.

No pets are allowed in the Community Foundation DeKalb County building, except service animals.

### **Room Set-Up and Equipment**

The rooms are equipped with tables and chairs that may be rearranged. The applicant is responsible for room set-up. Each organization must clean up the meeting room and return it to the condition in which it was found. A charge will be assessed for any special cleaning or repairs made necessary by the group's use or misuse of the building and/or any property belonging to the Foundation.

Meeting activity is restricted to the meeting room, lobby area, and the restrooms. Meeting participants may not move freely through the office of Community Foundation DeKalb County.

Basic audio/visual equipment may be available, such as:

- Overhead Projector
- Screen
- Laptop
- Speaker phone

Last revised 5/18/2023



### **Food and Beverages**

The Community Foundation is a smoke free campus. Food and drinks are permitted but the arrangements for food delivery are the responsibility of the applicant. In addition, it is the responsibility of the applicant to handle set-up and cleanup of meeting space/campus. Charges will be assessed if the room or campus is left in an unsanitary condition. All trash and recyclables must be placed in appropriate containers.

### **Application**

The Application for Use of the Meeting Room/Campus must be completed in full and submitted to the Community Foundation DeKalb County at least seven days prior to the anticipated meeting date. Reservations may be made by contacting CFDC staff in person or by phone (260-925-0311) during normal business hours or by completing the application form and sending it via email to [info@cfdekalb.org](mailto:info@cfdekalb.org). Reservations will be made on a "first-come, first-served" basis but no reservation will be held if the application is not received at least seven days prior to the anticipated meeting date.

Groups wishing to apply for a series of meetings may fill out one application form in advance of the first meeting accompanied by a schedule of future meeting dates and times. Community rooms may be scheduled up to six months in advance. Any individual or group that reserves a room and does not show up or cancel could lose room reservation privileges. This is at the discretion of the Executive Director of CFDC.

### **Payment**

There is no fee for room or campus use; however, donations are welcomed to any fund by cash, checks made payable to CFDC or by credit card online at <http://www.cfdekalb.org/giving/>.

### **Confirmation & Cancellation Policies**

Once the completed application is received, the CFDC staff will confirm the reservation via email or phone call.

The CFDC staff should be notified immediately if any reserved space will not be used as scheduled.



**Community  
Foundation**  
DEKALB COUNTY

**Application for Use of Meeting Room/Campus**

Name of Organization or Group: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Mission Statement of Organization or Group: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Space Requesting: (check one) a) Wendy J. Oberlin Large Conference Room ☐  
b) Judy Sorg Medium Conference Room ☐ c) McIntosh Small Conference Room ☐ d) Campus ☐

Number of Guests: \_\_\_\_\_

Audio/Visual Equipment Requested: (circle one) Yes or No

Additional Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## **Waiver of Liability**

I agree to forever release the Community Foundation DeKalb County, and all its employees, board members, and volunteers from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries or property damage resulting from use of any real or personal property owned or operated by the Community Foundation DeKalb County.

I also promise to indemnify, defend, and hold harmless the Community Foundation DeKalb County against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries or property damage resulting from use of any real or personal property owned or operated by the Community Foundation DeKalb County.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Job Title

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### **Office Use Only**

#### Confirmation of Reservation

Reservation is hereby approved and confirmed of the space required as indicated above.

A donation of \$ \_\_\_\_\_ has been made.      Cash \_\_\_\_ Check \_\_\_\_

Date: \_\_\_\_\_ Authorized Staff Signature \_\_\_\_\_