



## Conference Room and Small Meeting Room Reservation Kit

Thank you for your interest in using Foundation for Roanoke Valley's ("FRV" or "Foundation") meeting facilities. The Foundation's goal is to continually strengthen the local non-profit community, and providing meeting space from time to time is one of the many services offered by FRV. This kit includes all of the information you need to reserve your meeting space and provides detailed information about the expectations we have for proper facility usage.

### Available Space

The Foundation's offices are located at 611 S. Jefferson Street, Second Floor of The Patrick Henry. Available spaces include a Conference Room and Small Meeting Room, which are detailed below.

### Using one of FRV's Rooms

- 1. Eligibility and Indemnification:** The Conference Room and Small Meeting Room are available for use by qualified, nonprofit organizations within the Foundation's service area and as further restricted below. Foundation for Roanoke Valley will have sole and final discretion to approve or deny any room reservation request. Any organization using FRV's facilities agrees to release and to indemnify, defend and hold harmless Community Foundation of Western Virginia, Inc. dba Foundation for Roanoke Valley against all injury, loss, damage, claim or liability of any kind, whatsoever in connection with, related to or in any manner arising out of the Organization's use of the facility.
- 2. Availability of Conference Room and Small Meeting Room:** The Conference Room and Small Meeting Room will be available at such times as usage would not conflict with activities already scheduled and will be reserved on a first-come, first-served basis. Rooms are available for use Monday through Friday, 8:30 a.m. to 5:00 p.m. In order to provide best flexibility for the usage of rooms, the Foundation's general policy is to take meeting requests up to 30 days in advance.
- 3. Reserving a Conference Room:** To request to use the Conference Room or Small Meeting Room you must complete the Application for Conference Room Use below. You must complete this application, and email, mail or fax to Carly Oliver, Associate Director.

Please note that submission of this application to and/or receipt by FRV does NOT constitute approval of requested use. Written communication will be emailed or faxed to you within 48 business hours after your request has been received indicating the status of the request.

Organizations are encouraged to perform a site visit at least 15 business days prior to the requested date. The purpose of the site visit is to ensure the room requested will meet the Organization's needs and give the Organization's representative an overview of the building and technology.

Since some meetings may require catering and other setup, the Foundation requires that the Organization's representative arrive at least 30 minutes prior to start time. Also, anticipate approximately 30 minutes for cleanup following your meeting. (*You will need to include these times within your reservation.*) No meeting setup is allowed before 8:30 a.m. and meeting breakdown must be completed by 5:00 p.m. In using the Conference Room or the Small Meeting Room, the Organization must not incur any expense or liability to the Foundation (such as long distance phone charges, etc.). If expenses are nonetheless incurred, the Organization will be responsible for reimbursing the Foundation for the full amount.

The Foundation recommends that meeting attendees park in the Center City Parking lot at the corner of Bullitt Avenue and Jefferson Street (which is a paid lot at all times) or on the street. Parking costs are the sole responsibility of attendee or Organization, as the Foundation will not provide or pay for any parking.

Written notification of meeting cancellation is required from the Organization no less than five working days prior to requested date. Any food, equipment rental cost, or similar expenses incurred as a result of the Organization canceling its meeting are the sole responsibility of the Organization.

#### **4. Guidelines for the Conference Room, Small Meeting Room and Premises:**

- a. Each Organization will be assigned a Foundation staff person who will meet/greet the Organization's designated representative. The Foundation staff person will be your contact during your time in our offices and assist you with any questions you may have.
- b. The Organization's designated representative must remain onsite during the meeting times.
- c. Tables and chairs in the meeting rooms may be rearranged but must be returned to original positions before the Organization leaves.
- d. After your meeting, the room and furniture must be left in the same condition as found. The following items must be clean and free of items brought in for the meeting:
  - i. Tables and Chairs
  - ii. Credenza and Counter tops
  - iii. Microwave (inside and out)
  - iv. Refrigerator (inside and out), if available
  - v. Sinks
  - vi. Floor
  - vii. Restrooms
- e. The Organization is responsible for any damages caused to the facility. If damage occurs, the Organization should notify FRV immediately. The following are not allowed on walls: tape, nails, thumb tacks, putty or any other item that may affect the appearance of the wall or deface the wall surface when removed.
- f. Deliveries for meetings may only be made on the date of the meeting, as the Foundation will not provide storage space. The Organization is responsible for payment to and conduct of any vendors it employs for a meeting.
- g. Noise and activity levels must be "business-office appropriate" and not interfere with the Foundation's normal operations. Meeting attendees should remain in the designated meeting area unless using restrooms and kitchen area, with the meeting room door(s) closed. Organization attendees are not to enter any Foundation staff offices without permission or invitation.
- h. The Organization must provide all necessary meeting materials. Copy and fax services or supplies are not available.
- i. Following the use of the meeting room, the Organization must complete the "Final Inspection Check List," which will be reviewed by a Foundation staff member prior to the Organization's

representative leaving the facility. If your Organization uses the Conference Room and/or Small Meeting Room on a regular basis, FRV may choose to waive this procedure.

## **Audio-Video Equipment Usage and Setup**

If audio-video equipment is required for the meeting, the Organization's representative should arrive 30 minutes prior to meeting start time to review the setup and use of the equipment with a Foundation staff person. If there will be a laptop or other equipment used for presentations, the Organization must have equipment onsite at least 30 minutes prior to start time.

## **Use of Kitchen**

The Foundation offers kitchen space. A microwave, coffee maker, sink, refrigerator (space may be limited) are available during the meeting time. If you need assistance ask the assigned Foundation staff person. Coffee, creamer, sugar, paper products, etc. will not be provided by the Foundation.

## **Additional Considerations**

The rooms are designed to host gatherings that will require tables and chairs, so meetings requiring an open space without furniture are not permissible. Please select a room that will accommodate your meeting needs. The Organization is responsible for setting up the room and configuring tables and chairs as needed, taking care not to damage hardwood floors, furniture or walls.

## **Description of Rooms**

### **Conference Room**

Capacity: 25

- 25 chairs
- 10 rectangular tables – If used as a “conference table” it will seat 20 around the table and 5 additional chairs against the wall
- Projection unit with a drop-down screen and speakers
- Telephone (for local or toll free calls only)
- Podium
- Laptop hookup for presentations
- Blu-Ray & DVD player and free wireless internet connection
- One flip-chart stand (flip-chart paper NOT provided)

### **Small Meeting Room**

Capacity: 8

- 8 chairs
- 1 rectangular table
- Telephone (for local or toll free calls only)
- Free wireless internet connection
- One flip-chart stand (flip-chart paper NOT provided)



Please complete this form and e-mail, mail, or fax to:

**Carly C. Oliver, Associate Director**  
**Foundation for Roanoke Valley**  
**P.O. Box 1159**  
**Roanoke, VA 24006**  
**Fax: 540.982.8175**  
[carly@foundationforroanokevalley.org](mailto:carly@foundationforroanokevalley.org)

## Application for Conference Room Use

Please note that submission and receipt of this form does NOT constitute approval of requested use. A written communication 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:

#### Primary Contact:

Title:

Phone Number, if different from above:

Email:

*(Note: All correspondence regarding this application will be sent to this email address.)*

Emergency Phone Number:

#### Representative attending meeting:

Title:

Phone Number, if different from above:

How did you hear about the Foundation's meeting facilities?

### Catering Information:

Will the meeting be catered?  Yes  No

If yes, provide the name of the caterer:

Caterer's arrival time:

Caterer's return time:

*(Must be prior to 4:30 p.m.)*

Food/Catering Needs:

Coffee maker

Refrigerator, if space is available

Microwave

### Conference Room 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:

Meeting Facility Requested:

Small Meeting Room

Conference Room

Number of Attendees Expected:

Audio-Video Needs:

Projector

Blu-Ray & DVD Player

Podium

Flip-Chart Stand

Internet Access

**Agreement and Authorization**

***The undersigned has read, understands and agrees to the terms of Foundation for Roanoke Valley's Conference Room and Small Meeting Room Reservation Kit. In addition to other available remedies, any violation of the policy may result in denial and/or cancellation of future use of the meeting rooms.***

***The undersigned understands that approval to use meeting facilities is not an endorsement by Foundation for Roanoke Valley.***

\_\_\_\_\_  
Printed Name of Organization

By: \_\_\_\_\_  
Its \_\_\_\_\_

\_\_\_\_\_  
*Signature of Organization's Primary Contact*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name of Organization's Primary Contact*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Alan E. Ronk, Executive Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Carly C. Oliver, Associate Director*

\_\_\_\_\_  
*Date*

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**For internal use only:**

Approved by Executive Director:

Yes

No

Approved by Associate Director:

Yes

No

Additional information requested:

Yes

No

Room(s) reserved: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

