



2354 Garden Road, Monterey, CA 93940 / Tel (831) 375-9712 Fax (831) 375-4731

Conference Room Small Meeting Room

- Guidelines
- Policy for Use
- Facilities Request Form

Thank you for requesting information about using the meeting facilities at the Community Foundation for Monterey County.

To reserve the Community Foundation's meeting facilities, please fill out and mail a completed and signed Facilities Request Form to CFMC, 2354 Garden Road, Monterey, CA 93940 or fax to 375-4731.

If you have questions regarding the meeting facilities, Guidelines, Policies for Use, Facilities Request Form, or to check availability, please call 375-9712.

Guidelines

Nonprofit organizations using the Community Foundation facilities must ensure all such use, including any fees charged for attendance, is consistent with their charitable purpose.

All for profit entities, including individuals and businesses, and non profits that are not 501(c)(3), will be allowed use of the meeting facilities on a case by case basis. If permission is granted, there may be a fee charged for facility use and the organization or individual understands that they are prohibited from conducting revenue generating business, such as charging admission, selling merchandise, soliciting orders, etc., on the premises.

The Community Foundation's meeting facilities may not be used for any activity that advances a particular religious doctrine, any partisan political activity or to promote the candidacy of an individual who has announced or has filed for elected office.

All users must present the Community Foundation with a Certificate of Insurance that lists The Community Foundation for Monterey County as an additional insured. Parties interested in using the facilities only need to submit one certificate per calendar year.

Meeting hosts, presenters, or facilitators may set-up beginning one hour prior to the proposed meeting time. Please allow time for clean-up and calculate that into the time period that you are requesting.

Use of Community Foundation equipment is limited and must have approval in writing prior to the event. Requests for equipment use on the day of the event may not be approved.

The unauthorized use of supplies or equipment may incur a service fee.

User is responsible for providing all materials needed for their meeting.

Due to the limited number of staff and equipment, we cannot guarantee any changes to meeting times requested within one working day of your event. Your understanding and cooperation are appreciated.

At all times, those who use the Community Foundation facilities are expected to conduct themselves in a way that would not pose any danger to the health, safety, or welfare of anyone present, including themselves. For instance, guests should not stand on tables, run or engage in activity involving gymnastics, physical dexterity, strength or endurance. Any person who engages in such activity does so at his or her own risk. In addition, they and any organization that plans, promotes, sponsors, or permits such activity agrees to and does release, indemnify, defend and hold the Foundation and its directors, officers, staff, associates and agents harmless from and against all claims, liability, and costs that arise from such activity. This is a material condition for the use of Community Foundation facilities.

All users agree to be responsible to pay for damages to the facilities and equipment incurred by the agency, guests, employees, or other situations under the user's control.

Policy for Use

1. Facilities are generally available from 1:00 PM – 5:00 PM on Monday
8:00 AM – 5:00 PM Tuesday – Friday
Events may be scheduled after 5:00 PM and on weekends or holidays by special arrangement.
Please call 375-9712 to check on availability prior to sending in the ***Facilities Request Form***.
2. Use of the facility is on a first – come, first - served basis, according to availability. The Community Foundation reserves the right to change or deny a request for any reason at any time.
3. No political or religious events of any kind may be held on the facility premises.
4. The organization using the facility must submit a completed, signed ***Facilities Request Form*** to the Community Foundation at least ten (10) working days prior to the event. The organization may not announce or publicize the event without written approval of the ***Facilities Request Form*** received from the Community Foundation for Monterey County.
5. The organization using the facility understands that they are financially responsible for any damages to the facility or equipment, as well as any cleaning costs during the time of their usage as assessed and determined by Community Foundation staff.
6. A Certificate of Insurance, for the balance of the calendar year must be presented, naming the Community Foundation for Monterey County as an additional insured for any and all claims, demands, suits, or other liability whatsoever arising out of or in connection with the event.
7. The organization using the facility is responsible for setting up the room, cleaning the room and returning the tables, chairs, and equipment to their original placement.
8. The organization using the facility must provide all materials for its meeting including food, drinks, paper products, office supplies, etc.
9. Organizations are prohibited from using computers, copy machines, phones, fax machines and offices at the Community Foundation without permission.
10. If required, the organization using the facility must provide their own security for their event.
11. The kitchen may be used to prepare food only. It is not intended to be a meeting space.
12. Alcohol is prohibited on the premises at all times.
13. There will be **NO USE** of **OPEN FLAMES** of any kind, including candles, matches, or lighters on the Community Foundation premises. Smoking is prohibited on the premises at all times.
14. Capacity of the conference room is 40 seated with tables or 60 standing with limited tables. .
The capacity of the small meeting room is 8.



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Facilities Request Form

Name of organization requesting to use the facilities:

Event Contact: _____

Mailing Address: _____

City, State, ZIP: _____

Contact Phone Number: _____

Contact e-mail address: _____

Date requested: _____

Time requested: _____

Purpose of event: _____

Estimated Number of people attending: _____

Room(s) Requested:

- Conference Room Small Meeting Room Patio

Equipment requested:

By signing below, I affirm that I am the designated representative of this organization, that I have received a copy of and fully understand the Community Foundation's Facilities Guidelines and Policy for Use, and that I and those attending this event shall abide by these guidelines and policies for use. I further understand that the organization I represent is financially responsible for any damages to the facility or equipment, as well as any cleaning costs during the time of usage as assessed and determined by Community Foundation staff.

Signed: _____ Date: _____

Print Name: _____ Title: _____

Please mail completed and signed **Facilities Request Form** to the Community Foundation for Monterey County, 2354 Garden Road, Monterey, CA 93940 or fax to 375-4731. Thank you.

Office Use Only

Date Rcvd: _____ Status: Approved Denied Date Insurance Rcvd: _____

Notes, Comments, Instructions: