

## Conference Room Use Policy & Reservation Procedures

**The Whatcom Center for Philanthropy (WCP)** is a collaboration between the Chuckanut Health Foundation, United Way of Whatcom County and the Whatcom Community Foundation. These three philanthropies are pursuing new and different ways of working together as well as with our nonprofit partners in order to better serve and support all of our Whatcom County neighbors.

Each organization has its own suite of offices as well as shared conference rooms that are available for use by our nonprofit partners free of charge. Our goal is to create an environment where connections are made, ideas are shared and great things can happen.

### I. Eligible Organizations

Nonprofit organizations having professional association with Chuckanut Health Foundation, United Way of Whatcom County and/or Whatcom Community Foundation may request use of the WCP's conference rooms. Exceptions are at the discretion of the WCP. WCP may request verification of nonprofit status prior to room booking.

### II. Scheduling and Frequency of Use

Reservations will be accepted on a first come first served basis. Organizations may reserve space up to 60 days and no less than two weeks in advance. Exceptions may be made with prior approval from the WCP directors. WCP organization events take priority over outside organizations. WCP reserves the right to reassign your event to a different conference room if necessary. Eligible organizations may use the facilities up to **four times per year** (January 1 – December 31).

### III. Rooms Available for Use

- A. *The Large Conference Room* has seating capacity of 24 for theatre or classroom style events. The room has ten 6-foot tables equipped with power and Wi-Fi access, a ceiling mounted projector and screen and a wall mounted monitor with Wi-Fi capability. The room also has a small kitchenette with sink and refrigerator.
- B. *The Small Conference Room* has seating capacity for ten with four 5-foot tables with power receptacles. The room is equipped with a wall mounted monitor and Wi-Fi access.

### IV. Hours of Use

- A. *Week day use:* The conference rooms are available on a limited basis for meetings Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. depending upon availability. Reservation must allow for adequate time for set up and clean up within the WCP's regular office hours. Please do not request to have time extended.
- B. *Week night and weekend use:* The WCP Large conference room is also available for preapproved evening and weekend events, with use between the hours of 8am and 10pm.

### V. Reservation Cancellation

In the event of a cancellation, please notify WCP as soon as possible. If an internal need arises, WCP reserves the right to withdraw its offer of conference room usage.

### VI. Food & Beverage

Food & *nonalcoholic* beverages are allowed in all of the conference rooms (alcohol is not permitted). WCP does **not** provide any food or beverage service. You are responsible for providing your own utensils, plates, napkins, etc. and for set up and clean up.

## VII. Audio Visual (AV) / Media

The room is equipped with AV equipment as listed in Section III as well as Wi-Fi access. Guest users are responsible for providing any necessary laptops, thumb drives and adapters.

**Note:** Use of AV/Media requires software download. Instructions available upon request prior to event.

## VIII. Supplies & Copies

Please bring your own meeting supplies, e.g. flip charts, markers, paper, pens and any copies you may need. Business services are not available at WCP.

## IX. Room Configuration/Clean Up

Please return the furniture to its original set-up and thoroughly clean the room before leaving.

*WCP's ability to provide free use of our conference spaces relies on guests insuring the rooms are ready for the next use. An organization's compliance with room configuration and clean up requirements will impact opportunities for future use.*

## X. Other Use Requirements

- A. WCP conference rooms are offered free of charge. Groups hosting events in the WCP conference rooms may not charge attendees for their event other than to cover basic food costs (e.g. no ticket or product sales).
- B. WCP presumes all organizations hosting events uphold high ethical standards without regard to race, color, religion, gender, sexual orientation, age, national origin or disability.
- C. In the event of damage to the rooms or equipment it is WCP's expectation that the guest organization be responsible for reimbursing, replacing, repairing and/or cleaning.

## XI. Responsibility Checklist

Once a room reservation has been made hosting organizations will receive an information sheet and responsibility checklist.

## XII. How to Register

Please visit [www.whatcomcenterforphilanthropy.org](http://www.whatcomcenterforphilanthropy.org) for space availability. Register online using the form indicated on the WCP website. Forms will be reviewed weekly and confirmation will be issued upon approval. Users will be provided with a Conference Room Check List and other information relevant to the reservation.

## XIII. Building Security

After hours users will be provided with a time-limited access code for the WCP. **Under no circumstance may the outside door be propped open.**

## XIV. Parking

Parking is **not** permitted in the Washington Federal Bank lot during bank hours (Monday-Thursday 9am-5pm, Friday 9am-6pm). Guest conference room users may park in the lot after hours.