



COMMUNITY  
FOUNDATION  
*of* ABILENE

## **Warehouse Rental Policies**

### **Eligibility**

The Community Foundation (“CFA”) is pleased to open our building and to offer local nonprofit charitable organizations use of our meeting rooms. The facility is intended first to support the ongoing work of the CFA and then to support our partner organizations and their charitable missions.

The facility is a private building and the CFA is the primary user of the facility. The CFA has the right to decline the opportunity to use the meeting facilities to any group for any reason at any time.

In order to maintain the beauty and condition of our facility and make it available to as many groups as possible, the Community Foundation has established the following policies and procedures.

### **Cancellation**

**Please note that we have the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements.** If your organization needs to cancel an event, please let us know **at least five days prior** to the reserved date so we may offer the space to another organization.

### **Policy for Use**

To accommodate as many nonprofits as possible and conduct CFA business, please note that an organization may not use the facility for every Board Meeting, Committee Meeting, etc. We need to make sure that every organization is getting the opportunity for use.

## **Policy for Use (continued)**

Each organization using the facility (“host organization”) shall designate a single point of contact for CFA personnel. This contact person shall be responsible for all coordination of the facility use and be required to meet with a member from CFA staff **prior** to the requested event date.

### **Rooms Available for Use:**

- Board Room - The CFA board room will accommodate 24 people.
- Community Room- The CFA community room gives you access to nine round tables that seat five guests comfortably or seven tightly, accommodating up to 63 people. Without the use of round tables, the room can accommodate more, depending on your preferred layout. Six cocktail tables are also available for use. Please call with any questions regarding room capacity for your event.

*Please Note that all set up is the responsibility of the host organization.*

### **Food and Beverages**

The warehouse space provides a kitchenette complete with a full size refrigerator and microwave to help accommodate all your needs. We also have ice for use upon request. Alcohol may be served at CFA’s discretion. Larger events providing alcohol may require a TABC Certified Bartender. The sale of Alcohol on CFA property is strictly prohibited.

### **Cleaning and Trash**

The host organization’ designated point of contact is responsible for ensuring that the proper cleaning guidelines are met, which includes taking out all of the event’s trash. The CFA will provide trash cans, trash liners, and dust mops etc. The small dumpster in the back of the parking lot may be used. We do ask that you leave the space as close to how it was when you arrived. **If you do not clean up after your event the CFA has the right to charge your organization a cleaning fee of \$75.**

## **Mailings and Media**

Any media and/or public announcements must be approved by the CFA's Marketing Director prior to release if you are referencing the Community Foundation of Abilene or our logo. Please do not use the CFA's phone number on your release because we will not be responsible for relaying any information about your meeting.

## **Hours of Use**

The Community Foundation is open Monday thru Friday from 8:30am to 5:00pm. Any requests for use of the facility after hours or on the weekend will be considered regarding the nature of the event.

## **Weather**

In the event of inclement weather, the CFA will follow the schedule of Abilene ISD. If they are closed, then we will also be closed. The CFA will let the point of contact know about any closures and it will be their responsibility to notify attendees.

## **Parking**

The CFA parking lot can accommodate 18 vehicles. If the event is during business hours, we will need 8 of those parking spaces for CFA staff. Please note that the CFA is not responsible for any personal belongings left in vehicles while parked on CFA property.

## **Services Offered**

Due to the ongoing business of the CFA staff, we will not be able to offer any secretarial services such as copying or faxing. The CFA staff will not be able to accept deliveries for your event at our office.

The Community Foundation of Abilene is extremely excited to offer the use of our warehouse and conference rooms free of charge to better serve the nonprofits in our community. We look forward to hosting your next event.