

Mary Black Foundation Conference Center Application And Policies

Applicants may inquire about room availability by telephone, but a completed application must be received by the Foundation’s Grants Manager, Amy Page, to reserve space in the Conference Center. Please email the completed application to apage@maryblackfoundation.org or fax to 864-573-5805.

Organization/Business _____ Telephone _____

Name of Representative _____ Address _____

Organization’s Tax ID # or _____ Email _____

Name of Governmental Organization _____

Purpose of Meeting _____ Preferred Room _____

Room Capacities

Assembly Room

30*

Meeting Room 1

30 (Room can be divided to accommodate 15 on each side)

***Note: Due to parking restrictions, the Foundation must limit the number of people in attendance at events scheduled in the Conference Center to no more than 30. For events outside of normal business hours, we may be able to accommodate more than 30 attendees. If you are interested in scheduling an event outside of normal business hours, contact Amy Page to inquire more about room capacity.**

Expected Attendance _____ Date Requested _____ Time (from) _____ (to) _____
(include set up & clean up time)

Will food/drink be served? _____ If yes, snack only _____ or catered/boxed meal _____

The Facilities are free when reserved during the Foundation’s regular business hours (8:30am – 5:00pm, Monday – Friday, except for holidays observed by the Foundation). All scheduled meetings must end by 4:30 to allow for cleanup and to ensure all of your guests are out of the facility by 5:00. Reservations for times before or after business hours, on the weekends, or during holidays will be charged a \$35 per hour fee to cover off-hours security. Reservations during off hours must be a minimum of 4 hours. The fee is due to Mary Black Foundation five business days prior to the meeting. Cancellation of meetings that require off-hours security must be made 48 hours prior to the meeting time or the fee is non-refundable.

**Mary Black Foundation
Conference Center and Plaza Policies**

It is the user's responsibility to read and understand these policies.

Neither the Conference Center rooms nor the Plaza (collectively, the "Facilities") may be used for the following: religious worship or celebratory services, any other religious activities other than those closely related to the Foundation's mission, partisan political campaigns; promotion of specific candidates for political office; personal social activities; and/or fundraising events.

- A. The Foundation expects Facility users to conduct themselves in a respectful and professional manner.
- B. Organizations exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and governmental entities will be granted permission to use the Facilities on a first-come, first-served basis, provided they have completed the application process and had their reservation confirmed by the Foundation. *Notwithstanding any provision herein to the contrary, the Foundation reserves the right to decline, accept, or condition applications for use of the Facilities in its sole and absolute discretion.*
- C. For-profit businesses or individuals conducting business may not use Foundation Facilities.
- D. The person(s) or organization(s) conducting the meetings accept full responsibility for proper conduct of those attending the meeting and for any damage to Foundation property by those attending.
- E. When the Facilities are to be used by groups or organizations of students or other young people (17 or younger), an adult sponsor must make the reservation, and at least two adults must be present at, and responsible for, the entire meeting.
- F. Ongoing regular meetings in the Assembly Room may only be booked up to **3 months in advance**. Reservations for single events or meetings may not be made more than 12 months in advance for the Assembly Room. Other meeting rooms and the Plaza may be scheduled more or less frequently at the Foundation's discretion.
- G. Users of the Facilities may charge for registration or materials used in the program or allow membership fees to be collected. Money may not be collected for any other purpose. Sale of services or goods on site is prohibited unless approved in advance by the Foundation. The Foundation will not take registrations for non-Foundation sponsored or co-sponsored events.
- H. Organizations or individuals using the Facilities shall indemnify and hold harmless the Foundation and its trustees and staff from any and all claims or actions attributable to the use of the Facilities. Depending on the proposed use, the sponsors may be required to provide a certificate of insurance naming the Foundation and its trustees and staff as additional insureds.
- I. The Foundation's office building is a multi-tenant building with limited adjacent parking. Therefore, please communicate with attendees that they MUST use the parking lot located on Kennedy Street between The Piedmont Club and the Episcopal Church of the Advent. Failure to adhere to this policy may inhibit your ability to use this space in the future. Please see parking map on page 4 with parking spaces designated in red.**
- J. The Foundation reserves the right to move a meeting to another suitable location within the Foundation.

Facility Rules:

1. Users of the Facilities may not use the Foundation as a mailing address. Publicity announcing the meetings must state, "This program is sponsored by [name of user organization]."
2. **Facility users, not foundation staff, are responsible for the setup of the Assembly Room and meeting rooms.** Do not remove tables or chairs from Meeting Room 1. If you need additional tables or chairs, notify the Foundation for access to the storage room.
3. **Facility users are responsible for damage, loss, or theft of audio visual equipment. The Assembly Room is equipped with wireless Internet access, a Windows PC, a 4:3 format projector/screen, audio, and a wireless presentation clicker. The Windows PC has Word, Excel and PowerPoint version 2007. It is recommended that facility users bring a USB flash drive for use with the Windows PC. If users bring their own equipment, there is an HDMI and a VGA connection and 1/8 audio connection; however, facility users are responsible for making sure any equipment brought into the Facility is compatible and works.** (It is strongly encouraged that facility users schedule a time prior to the meeting to test AV equipment.) **Prior to using this equipment, you need to see MBF staff prior to your meeting to obtain the accessories needed to operate the equipment, and return after the meeting has ended.**

Meeting room 1 does not have dedicated technology like the Assembly Room. Facility users may bring their own equipment or ask MBF staff about borrowing a laptop and/or projector from its lending library. MBF staff does not provide any technical support on this borrowed equipment.

If any of the equipment is broken or missing after your event you may be assessed a replacement fee.

4. **Facility users are responsible for removing all meeting materials and leaving the Facilities orderly. The Foundation will provide cleaning services; however, we ask you to pour liquids into the sink, put all trash in the trash can, and place all recyclable materials in the recycling bin. A cleaning fee may be charged if the Facilities require cleaning that exceeds the Foundation's usual cleaning service.**
5. No materials or equipment may be stored in the Facilities before or between meetings without the Foundation's prior approval.
6. Food & drink, but no alcoholic beverages, may be served. A coffee maker is available, as well as filters. Users are responsible for providing everything else (i.e. sugar, creamer, stirrers, cups, coffee). Please make note that the Foundation recycles. Ask meeting participants to dispose recyclable materials in the appropriate bins, located in the Assembly Room.

I, the undersigned, being eighteen years of age or older, have read the Conference Center and Plaza Policies and agree to comply therewith. I agree to be responsible to the Mary Black Foundation for the use and care of Foundation property and facilities.

Signature _____ Date _____

Request taken by _____ Date _____ Approved by _____ Date _____