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**Claude Moore Nonprofit Training Center**

**Room Reservation Policies & Procedures Agreement**

**Availability**

* The Training Center is comprised of a training room that can accommodate up to 49 people\*, a kitchen (with sink and dishwasher), and restroom facilities available for use by nonprofit organizations board and business meetings and trainings. The room is not available for client service or program delivery. For example, the room isn’t designed to host clinics, client screenings, political activities, special events, or fundraising events.
* The Center is available for use from 8:00 AM-9:00 PM, Monday-Friday based on availability, advanced notice, and availability of Community Foundation representatives’ oversight.
* Weekends and holidays may be available on a case-by-case basis.
* Only the training room, kitchen, and restroom facilities are available for use. The Center houses the Community Foundation offices, therefore additional spaces within the building are not available for use. Please respect these spaces as working offices for the Community Foundation staff; meetings with staff should not be expected on an *ad hoc* basis. In other words, please make an advanced appointment if you wish to talk with Community Foundation staff before or after your room booking time.
* Food and drink must be provided by the user. However, some amenities are provided. Please see the list below.
* The Training Center includes an ADA-accessible bathroom facilities in the hall by the Community Foundation’s main entrance.
* Users may notify participants of the meeting room by name and address as the **Claude Moore Nonprofit Training Center, 714 East Market Street, Leesburg, VA 20176.** No outside signage is permitted.
* Organizations may reserve the Training Center no more than two times per month.

\*Please keep COVID-19 spatial precautions in mind when occupying the room.

**Reservations**

* Training room reservations are made by emailing a copy of the room reservation request form to [joe@communityfoundationlf.org](mailto:joe@communityfoundationlf.org).
* Reservations are confirmed, via email, as soon as possible upon our receipt of all necessary documents: (1) Signed Room Reservation Policies & Procedures Agreement, and (2) Certificate of Insurance (see below).
* Requests should be made two weeks in advance of the User’s intended meeting date.
* The Community Foundation reserves the right to cancel room reservations based on weather conditions and school closures. The Community Foundation follows Loudoun County Public School’s schedule during inclement weather.
* User agrees to pay for any damages caused to the Center and its surrounding property while using the Center. Cost of any cleaning and/or repairs necessary will be invoiced to the user organization.

**Set-up**

* Users of the Training Center are responsible for their own room set-up andbreakdownand returning the room, bathrooms, and kitchen as found.
* Please include time needed for set-up and break down in your reservation request.
* Tables and/or chairs that need to be removed from the room may be stored in the adjoining file room and storage office, while maintaining a clear exit.
* Items are **not to be left in the hallways**.
* To assist with room set-up, sample room layouts are available on our webpage.

**Insurance**

* To reserve the Training Center, organizations must provide a Certificate of Insurance validating that the organization has a General Liability Insurance policy with a minimum of $1,000,000 in coverage, and naming the Community Foundation for Loudoun and Northern Fauquier Counties as an Additional Insured. No exceptions. Organizations may request their Certificate of Insurance from their insurance provider and forward that to our contacts. When possible, we recommend that you request your insurance broker to name the Community Foundation for the term of your policy. This will make easier subsequent reservation requests during your policy year.
* Certificate of Insurance must be provided with your reservation request.

**Building Entry**

* The primary contact should use the center entrance labeled “Claude Moore Nonprofit Training Center” to enter and exit the Training Center. A door code will be provided to the Primary Contact. The Primary Contact **shall not share this code** with other participants in your meeting. We suggest assigning someone to meet, greet, as well as open the Claude Moore Nonprofit Training Center door for those arriving for your meeting.
* Except in emergency, no other doors in the building should be used for ingress or egress and should remain locked unless otherwise used by Community Foundation staff.

**Equipment**

* The Training Center provides:
  + Tables/Chairs for 49
  + Flip chart easels (no flip chart paper)
  + Laptop MAC computer with internet connectivity
  + Ceiling-mounted projector
  + Projector screen
  + A voice responsive “Owl” for hybrid meetings
  + Speakers and Microphone
  + Water cooler
  + Water glasses
  + Coffee mugs
  + Coffee maker
  + Forks and Knives
  + Microwave
  + Refrigerator
  + Dishwasher and soap

NOTE: A small medical kit is in the drawer of the corner cupboard at the entrance of the CMNTC.

* You, the user, provides:
  + Office supplies (paper, pen, markers)
  + Flip chart paper
  + USB/Thumb drive with presentations to be displayed
  + Food
  + Paper plates and Napkins
  + Drinks (alcohol not permitted)

**Prohibitions**

* Children under 17 must be supervised by adult at all times.
* Items or signage may not be hung or taped to the walls.
* Alcohol is not permitted.
* No disposing of liquids in the trash receptacles; all drinks/liquids should be poured into sink.
* No food is to be placed in recycle bins.
* No decorations may be used without express and advanced permission.
* Animals are not permitted in the building, with the exception of service animals.
* Smoking is not permitted in the building.
* Firearms of any kind are not permitted in the building or on the grounds, including the parking lot, with the exception of on-duty law enforcement officers.
* Users may not use the Community Foundation’s logo on its program or meeting materials.
* The Community Foundation copy machine is not available for use; please bring copies needed for your meeting.
* Failure to follow guidelines and requirements may jeopardize future grants and room reservation opportunities.

**Clean up**

* The Training Center must be left clean and undamaged and in the configuration it was found. It is the responsibility of the Training room User to leave the room and kitchen in the same condition in which they were found. This includes cleaning up the kitchen area, vacuuming the conference room, removing garbage and recyclables. Users must:
  + Load and run dishwasher (soap is under the sink)
  + Vacuum if necessary. The vacuum cleaner is in the front closet.
  + Remove all trash and recycling and place in outside garbage receptacles located outside and to the left, against the fence. (Trash bags are kept in the cleaning supply closet.)
* Remove all items that you brought in with you, including all leftover food, drink, or supplies of any type.
* Turn off all lights upon leaving.
* Remove door code sign and store in cabinet drawers by Training Center Door upon leaving.
* Complete any additional items on the separate “check-out list,” posted on the refrigerator and provided to you upon arrival.
* **Text your Community Foundation staff contact that you and all your guests have fully exited the building.**  **The Community Foundation staff will set our security system remotely at this time.**

**Thermostat**

* Our thermostats are configured on a time clock. You may adjust the temperature from the hallway just outside or the meeting room by tapping the thermostat and moving the silver mount to a cooler or warmer temperature.

**In Case of Emergency**

For an immediate health or safety related emergency, please call 911.

For last minutes questions or an emergency relating to the Training Center, emergency numbers are listed on the Refrigerator.

NOTE: A small medical kit is in the drawer of the corner cupboard at the entrance of the CMNTC.

**To Reserve the Room**

Please use the attached Room-Use Agreement to begin your reservation.

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**Claude Moore Nonprofit Training Center Room Reservation Policies & Procedures Agreement**

Submit this completed two-page Form to joe@communityfoundationlf.org

I have read the Claude Moore Nonprofit Training Center Room Reservation Policies and Procedures Agreement, and agree to the terms described and provide the following:

1. Certificate of Insurance.

My certificate is attached \_\_\_\_\_

My certificate is on file for the term of my organization’s policy \_\_\_\_

My certificate will be sent in separately \_\_\_\_\_\_

Not applicable, as the Community Foundation serves as our fiscal sponsor\_\_\_\_\_

Primary Contact Name (please print) Title

Nonprofit Organization

Signature Date

Tax ID Number:

Contact person email:

Contact person cell phone number:

Date of Meeting:

Start and end time of meeting, including set up and clean up:

Number of guests expected:

Description of intended meeting and participants:

Room setup needed:

Equipment needed: