



**COMMUNITY
FOUNDATION**
of Northern Nevada

COMMUNITY FOUNDATION OF NORTHERN NEVADA CONFERENCE ROOM USAGE GUIDELINES

I. Purpose

The Community Foundation of Northern Nevada (“Community Foundation”) will receive requests from community groups to use our conference rooms. Community Foundation activities have priority for conference room usage — both the Founder’s Room and the small conference room. This policy outlines some guidelines for usage.

II. Scheduling Policies for Outside Use of Conference Rooms

- Conference room use by the community is reserved for exceptional meetings and is not generally made available for recurring meetings. This helps ensure conference room availability for Community Foundation staff and exceptional community meetings.
- Community groups should have a fundholder or Board of Trustees connection.
- Maximum room usage is three (3) hours. The conference room is available between 8 a.m. and 5 p.m. only.
- Access for public comments must be approved before a meeting can be scheduled.

III. Day-Of Policies for Outside Use of Conference Rooms

- There should be a designated staff member on-site to help facilitate resolution of issues and ensure the group’s adherence to the guidelines.
- Guest groups must provide their own coffee/beverage set-up.
- Guest groups must provide housekeeping rules to their group, including:
 - Taking good care of the room.
 - Cleaning up after themselves, including taking out their own trash.

- Being respectful of the work environment and keeping voices low when traveling to/from the bathrooms and exiting the meeting room at the conclusion of the meeting.
 - Arriving after normal business hours begin and departing before normal business hours end.
- If the Community Foundation needs the room for Community Foundation purposes, the guest group will be notified that the room is no longer available.