



Community Room & Board Room Reservation Guidelines & Procedures

The Steuben County Community Foundation offers local nonprofit organizations the opportunity to meet at our facility. Designed to function as a community meeting place, the Community Room is versatile enough to accommodate most small to medium sized gatherings with seating for up to 30 people, and may accommodate up to 50 if your organization chooses to bring in extra seating. The board room is available at management's sole discretion.

To make reservations, please call the Foundation office at 260-665-6656. Or email us at sccf@steubenfoundation.org.

Eligibility criteria

Steuben County 501(c)3 nonprofit organizations may request to use the Community Room up to 1 year in advance. Other entities performing charitable work in Steuben County may also use the Community Room, but priority preference will always be given to nonprofit community organizations. The Foundation maintains final discretion of who uses the Community Room, when, and how often.

Food & Beverage

Food and beverages are allowed in the Community Room. If you bring in food, please make sure all spills are cleaned up, tables are wiped down and all trash is thrown away. It would be very much appreciated if you would take your trash with you for disposal. The Foundation does not supply food, drinks, or catering services. No alcohol is permitted on premises; no exceptions.

Cost

There is no fee for nonprofit organizations to use the Community Room, though donations are appreciated.

Key to Premises

The host organization is responsible for picking up and returning the key used to access the Foundation premises. If the key has not been picked up by 4:00 p.m., the host organization will need to make other arrangements for their meeting. If the key is lost, the host organization will be charged a \$25.00 replacement fee.

Please return the key in the locked box outside the main door, or to the Foundation's office manager by the following day.

Smoke-Free Building

The Steuben County Community Foundation is a smoke-free environment.

Host Responsibilities

As a host organization we expect you to notify a Foundation staff member if there are spills of any kind in the Community Room, restrooms that need attention, or anything else you see that needs our immediate attention.

Feel free to arrange the tables and chairs to best suit your purposes, but we do ask that you return them to the original configuration when your meeting is ended.

Before leaving the building, please make sure that all the lights are turned out, the coffee pot is turned off, and the thermostat is returned to its initial setting.

If these tasks are not taken care of, the Foundation does not guarantee that your reservation requests will be accepted in the future.

Ethical Standards

The Foundation presumes that all organizations hosting events in the Community Room will uphold high ethical standards without regard to race, color, religion, sex, gender preference, age, origin or handicap.

Name of Organization:
How long will your meeting last?
Will this be a recurring meeting?
Person responsible for key:
Phone number:
Cell phone number:
e-mail address: