



# Community Space Reservation Policy & Information

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## COMMUNITY SPACE RESERVATION POLICY AND INFORMATION

**Last updated: February 1, 2023**

This Community Space Reservation Policy and Information (this “Policy”) of Healthy Communities Foundation (the “Foundation”) sets forth the Foundation’s policy with respect to the reservation and use of the Foundation’s community space located at 19 Riverside Road, Riverside, Illinois 60546 (the “Community Space”).

The Foundation reserves the right to modify this Policy at any time without advance notice. Should the Foundation modify this Policy, the Foundation will post the modified Policy to its website.

### Eligible Organizations and Event Types

A core value of the Foundation is to bring individuals together to share wisdom and cultivate trust, collaboration, and coordination. The Foundation lives out this core value, in part, by offering the Community Space to qualified organizations for meetings, special events, and other gatherings.

#### *Organizations & Events*

Subject to the terms and conditions contained in this Policy, organizations eligible to use the Community Space (“Eligible Organizations”):

- (1) are organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Code”);
- (2) serve residents within the Foundation’s [region](#) or are a part of collaboratives/community groups that are aligned to the Foundation’s [core values, commitment to racial/ethnic equity and health equity](#) and grantmaking approach; and
- (3) use the Community Space exclusively for charitable, scientific, literary, educational, or religious purposes within the meaning of Section 501(c)(3) of the Code (collectively, “tax-exempt purposes”).

In limited cases, the Foundation in its sole discretion may permit organizations that do not satisfy requirements (1) or (2) above to use the Community Space. However, in no event will the Foundation permit the Community Space to be used for any purposes other than tax-exempt purposes.

Note that the Foundation requires proof of an organization’s Code Section 501(c)(3) status before approving an organization’s request to reserve the Community Space.

## **Making a Reservation**

Eligible Organizations must use the following link to submit a request to use the Community Space no later than two (2) weeks prior to the date of the reservation (“Event Date”): [Reservation Link](#). Note: A Healthy Communities Foundation staff member can add events directly on the Community Space Outlook calendar and will receive all Event Host materials and information.

Eligible Organizations can also submit questions about reserving the Community Space by [clicking here](#). Eligible Organization will receive a confirmation email after submitting a request.

The Foundation will review reservation requests on a weekly and first-come, first-served basis. Upon approving a request, the Foundation will send a confirmation email to the organization that was approved to use the Community Space (the “Approved Organization”).

The Foundation will generally send a confirmation email to the Approved Organization’s contact person (“Event Host”) within seven (7) business days of approving the request. The confirmation email will contain a Conference Room Checklist, Event Host Responsibility Checklist, Release of Liability and other important information relevant to the reservation.

## **Frequency of Use**

Eligible Organizations may:

- Reserve the space up to ninety (90) days and no less than two (2) weeks in advance of the Event Date.
- Use the space up to four (4) times per calendar year and no more than twenty (20) total hours in a calendar year.

The Foundation in its sole discretion may make an exception to the above requirements on a case-by-case basis.

## **Reservation Cancellation**

In the event that an Approved Organization needs to cancel its reservation, the Event Host must email the Foundation at [administration@hcfdn.org](mailto:administration@hcfdn.org) within at least seven (7) days of the Event Date.

If an internal need arises and the Foundation needs to use the Community Space, the Foundation reserves the right to cancel the Approved Organization’s reservation up to two (2) weeks before the Event Date.

## The Community Space

The Community Space is an open conference room with a maximum capacity of 50 people.



The seating capacity for a theatre or classroom-style events is 25 people. (*Note: This considers physical distancing.*)

The community space contains 12 6-foot tables and 25 chairs and a podium with a digital screen. The space is equipped with the following:

- Wi-Fi access
- Virtual-enabled meeting room cameras [*Note: The cameras work with Zoom & Microsoft Teams.*]
- Monitor with Wi-Fi capability

*See more information about audio/visual capabilities available to Event Hosts under the “Audio Visual (AV) / Media” section.*

The Community Space also contains a kitchen with a sink and refrigerator.

A small conference room with a seating capacity for 2 people is also available during the use of the Community Space. (*Note: The small conference room is not available for booking but can be used as a private space during an event.*)

## COVID Policy

The Foundation is committed to creating a safe office environment. During the past three years, the Foundation has sought to respond carefully and considerately to a rapidly evolving public health crisis and has followed the guidance of public health officials and state and local regulations.

The Foundation encourages all office guests to wear face masks and take a COVID test prior to events. However, they are not requirements to use the community space.

## Reservation Fees

The Community space is offered free of charge. Approved Organizations hosting events in the space cannot charge attendees for their event other than to cover basic food costs (*e.g.*, no ticket or product sales).

## Hours of Use

Eligible Organizations may book the Community Space Monday through Friday between 8:30 am and 4:30 pm CST, based on schedule availability.

- Reservations must allow enough time for set-up and clean-up by the Event Host.
- Time extensions will not be permitted before 8:30 am or after 4:30 pm CST.

Generally, the Foundation does not offer weeknight or weekend reservations. However, if an Eligible Organization is interested in reserving the space after 4:30 pm CST or on the weekend, it should contact the Foundation for consideration.

## Food & Beverage

Food and non-alcoholic beverages are allowed in the Community Space. The Foundation will not provide any food or beverage service. Alcohol and alcoholic beverages are not permitted at the Community Space.

The Approved Organization and Event Host are responsible for supplying utensils, plates, napkins, etc., for the event and for setting up and cleaning any foodservice offerings.

## Audio Visual (AV) / Media

The open conference room in the Community Space is equipped with AV equipment as listed under the “The Community Space” section above. The Event Host is responsible for providing laptops, thumb drives, and adapters as needed for the event. If the Event Host needs a podium and plans to project on its screen, the Event Host should bring a thumb drive containing **only** the picture(s) or information to be displayed.

*Note: Use of AV/Media requires a software download. Instructions are available upon request before the event and will also be available in the space.*

## Event Supplies

The Approved Organization and Event Host will be responsible for supplying necessary meeting supplies (e.g., flip charts, markers, paper, pens) and providing any photocopies of documents. The Foundation does not provide business services.

## **Room Configuration/Clean-Up**

After the event, the Event Host must ensure that all furniture is returned to its original set-up and the Community Space is thoroughly cleaned. The Foundation's ability to provide free use of the Community Space relies on the Approved Organizations ensuring the rooms are ready for subsequent use. An Event Host's compliance with room configuration and clean-up requirements will impact opportunities for future use of the Community Space.

## **Other Use Requirements**

- The Foundation assumes that all Event Hosts uphold high ethical standards without regard to race, color, religion, gender, sexual orientation, age, national origin, or disability.
- In the event of damage to the Community Space or equipment, the Approved Organization shall bear the responsibility of replacing, repairing, and/or cleaning the damaged property or reimbursing the Foundation for the replacement, repair, and/or cleaning of the damaged property.

## **Building Security**

The Approved Organization must assign a person to open the door and greet their guests at the Foundation's office entrance on the first floor. In the case of late arrivals, the Approved Organization may also designate a point person for those guests to notify. Under no circumstance may the outside door be propped open.

## **Parking**

The Community Space is located at 19 Riverside Road, Riverside, Illinois 60546, across from the Riverside Town Hall and Fire Station.

Guests can park along Riverside Road and Quincy Street. Parking is not permitted in the First American Bank parking lot.