

# Central Susquehanna Community Foundation

## Meeting Room Information and Guidelines

*All sections of the application must be answered completely. Answers should be typed in the gray boxes – this form is easily navigated by using the tab key, arrow keys or clicking on boxes. When you have completed the form, save it to your computer and email, fax, or mail it back to the CSCF.*

### 1. Conference Rooms:

The Central Susquehanna Community Foundation offers two meeting rooms or one large combined meeting space.

#### Combined Conference Rooms:

Chairs and 12 work tables for up to 96.  
Chairs only for up to 120 people.

#### Conference Room A (Large):

Chairs and 7 work tables for up to 56.  
Chairs only for up to 80 people.

#### Conference Room B (Small):

Chairs and 5 work tables for up to 40.  
Chairs only for up to 40 people.

### 2. Room Fees:

There is no fee for the use of meeting room(s) for qualified, public 501(c)(3) charities classified under Title 26 U.S. Code Part I Section 501. The Foundation utilizes IRS determination letters, GuideStar Charity Check and Microedge Charity Check to verify a charity's status.

All other organizations and community groups:

	<u>am: 8:00-12:00</u>	<u>pm: 12:00-4:00</u>	<u>evening: after 4:00</u>
Combined conference rooms:	\$50/am session	\$50/pm session	\$50/eve session
Conference room A:	\$35/am session	\$35/pm session	\$35/eve session
Conference room B:	\$25/am session	\$25/pm session	\$25/eve session

A session is up to 4 hours. For meetings lasting longer than 4 hours all sessions being used will be charged (i.e. meetings occurring 10am-2pm will be charged for both sessions). Checks are to be made payable to the Central Susquehanna Community Foundation.

### 3. Available Equipment:

The meeting space is equipped with a full kitchen for preparing light refreshments and a variety of audiovisual equipment. The CSCF staff has first priority for their use so the kitchen and audio visual equipment may not be available per your request. The meeting space also includes wireless internet access. Please contact the CSCF receptionist for the code. A conferencing telephone is available upon request for local calls only. With advance notice, copies are available at .10 per page. Folding chairs are available and stored in the closet in conference room A.

### 4. Applications Information:

Any group or organization is welcome to complete an application for the use of the CSCF meeting space. Reservations for the use of the meeting rooms can be made in person, over the phone, or via email. The CSCF reserves the right to approve or reject applications, as well as the right to subdivide and assign each room as necessary without notification.

Reservations for use of the meeting facilities should be made at least one week prior to the meeting date. Forms must be signed by an individual of at least eighteen years of age that will be attending the meeting. This individual is considered the representative of the group and agrees to be responsible for payment of any damage to CSCF property resulting from the meeting.

**A completed and signed application must be on file at the Foundation office prior to the meeting.** This information can be returned via mail, fax, or email. Reservations are not official until a confirmation from CSCF staff is received.

Granting the permission to use the CSCF conferencing facilities **does not** constitute as an endorsement of the program content or activity by The Foundation, staff, and/or Board of Trustees.

**5. Insurance:**

A Certificate of Liability Insurance is required for the Combined Single Limit of Liability for Bodily Injury and Property Damage in the amount of \$1,000,000. This can be obtained from the user's insurance agency and must be provided prior to the approval of the reservation request. The CSCF must be named as "Insured" of the Insurance Certificate for the time the space is requested. **A copy of the Certificate of Liability Insurance must be on file at the CSCF prior to the meeting.**

**6. Room Setup:**

**Your group is responsible for setting up the room layout as needed.** Layout examples are provided on pages 3 and 4. **The meeting room and kitchen must be left in the same order as it was found.**

**7. Parking:**

Parking is available in the lot at the entrance of the building. Overflow street parking is available on both Orange Street (Route 93) and Washington Street. Organizations are responsible for providing information to attendees such as directions and parking information.

**8. Other information about using the CSCF facility:**

- a. All groups must check in and out at the reception desk if meeting is during office hours.
- b. All groups must make prior arrangements if meeting is after office hours.
- c. Trash and recyclables must be properly discarded, and furniture must be replaced as it was originally found. The cost to repair any damage to the facility will be the responsibility of the group.
- d. Materials are not to be attached to walls, windows, doors, or furnishings.
- e. Normal operation of the CSCF is not to be disrupted by users of the meeting rooms.
- f. Failure to comply with any of the stipulations can result in immediate or future denial or permission to use CSCF meeting rooms. Damage to the CSCF property and/or violation of the above rules may result in cancellation of the meeting room privileges and may incur costs.
- g. The CSCF is not responsible for any lost items or damaged property.
- h. Smoking and alcoholic beverages are **prohibited** on the CSCF grounds.

**9. Facility Tours:**

Tours of the facility are available but must be arranged in advance and are available during office hours only.

**10. Contact Information:**

For questions regarding the guidelines and policies for the CSCF meeting space or to check the availability of a date please contact:

**Central Susquehanna Community Foundation**  
**725 West Front Street · Berwick, PA 18603**  
**Phone: 570.752.3930 ext. 1 · Fax: 570.752.7435**  
**Tricia Missien, Receptionist**  
**Email: [tmissien@csgiving.org](mailto:tmissien@csgiving.org)**