

Room Usage Policy

Thank you for your interest in using the Philanthropy Center meeting space. We are pleased to share our mission of serving the residents of McHenry County.

The Philanthropy Center has two meeting rooms available for use:

- The Woodstock Room – accommodates 20 people.
- The Crystal Lake Room –accommodates 40 people.

The meeting rooms are available free of charge to nonprofits, community groups, apolitical charitable groups and civic organizations for meetings, trainings or workshops. Meetings held during regular business hours (Monday – Friday from 8:00 a.m. – 5:00 p.m.) are free of charge, however donations are appreciated.

Meetings held outside of normal business hours are subject to a key deposit of \$150. The deposit will be refunded when the key is returned.

Meeting room usage includes limited audio/visual equipment, Wi-Fi access, white board and use of the kitchenette.

If you are interested in reserving a meeting room, please read the information below and complete the Facility Usage Agreement. If you have any questions please call 815-338-4483 or email connect@thecfmc.org.

In the event of an emergency during your event, please contact Marcey Sink, Sr. Director of Community Engagement at 608-558-5588 or Deborah Thielen, Executive Director at 727-512-4066.

To avoid a cancellation fee, please provide cancellation notice at least [24 hours] prior to your reservation.

Guidelines

- **Parking** is available in The Foundation parking lot and on Minnie Street.
- **Food & beverages** may be served, however, all food and beverages must be removed immediately upon the conclusion of your event. Please do not leave any food in the refrigerator or in the kitchenette. You are responsible for your own catering arrangements. The kitchenette is available for your use and is equipped with a refrigerator, microwave and 40 cup coffeemaker (coffee and coffee supplies).

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- **No alcohol is permitted.**
- No pets allowed. Service animals specifically trained to aid a person with a disability are welcome.
- **Room set up** - You are responsible to set up the tables and chairs in the desired setting. Tables and chairs are on wheels and easily moved. Please let us know if you need assistance with the room set up.
- If you are using the **A/V equipment** and/or Wi-Fi, you are welcome to test the equipment prior to your meeting.
- **Clean up** – You are responsible for general clean-up after your meeting. Cleaning supplies are available in the kitchenette. Return the tables and chairs as you found them. If food has been served, tables and counters should be wiped and trash emptied into the dumpster located just outside the east side dock door. Do not leave any food in the meeting rooms or kitchenette area. Turn off all A/V equipment. A clean-up check list is provided for your convenience.
- If damages occur while using the Philanthropy Center, the organization using it will be held responsible.
- This is a smoke-free environment. There is no smoking in the building or on the grounds.

Clean-up checklist:

- Food and beverages removed
- Tables wiped down
- Trash emptied into outside dumpster
- Tables and chairs returned to original set up
- A/V equipment shut down
- Hallway and bathroom lights turned off
- Outside door locked
- Key returned in drop box (if applicable)