

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 up to 30 people.
- The Crystal Lake Room – accommodates up to 45 people.

The meeting rooms are available free of charge to nonprofits, community groups, apolitical charitable groups and civic organizations for meetings, training sessions or workshops. Donations are appreciated.

Meetings held during regular business hours (Monday – Friday from 8:00 a.m. – 4:30 p.m.) do not require a key deposit.

Meetings held outside of normal business hours (Monday-Friday after 4:30 p.m., weekends and holidays) are subject to a key deposit of \$150. The deposit will be refunded when the key is returned. If you reserve recurring meetings, The Foundation will deposit the check. Once the room is no longer needed, The Foundation will issue a refund check to the organization. The organization also has the option to donate the key deposit to The Foundation. **Please pick up the key no later than 4:00 p.m.**

Meeting room usage includes audio/visual equipment, Wi-Fi access, (1) 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.

Out of consideration for others, please provide any cancellation notice at least 24 hours prior to your reservation.

In the event of an emergency during your event, please contact

- Donna Sather, Assistant Director of Development at 224-888-1129 or
- Deborah Thielen, Executive Director at 727-512-4066.

Room Usage Policy 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 and microwave.
- **No alcohol is permitted.**
- **No pets allowed.** Service animals specifically trained to aid a person with a disability are welcome.
- **Room setup** - You are responsible to set up tables and chairs in the desired setting. Tables and chairs are on wheels and easily moved. Tables and chairs should be returned as you found them.
- **A/V equipment and Wi-Fi** - 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. 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 checklist is provided for your convenience.
- If damage occurs while using the Philanthropy Center, the organization using it will be held responsible. Please notify The Foundation asap regarding any damage.
 - Deb Thielen at 727-512-4066 or
 - Donna Sather 224-888-1129
- 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. Cleaning supplies are available in the kitchenette
- Trash emptied into outside dumpster
- Tables and chairs returned to original setup
- A/V equipment shutdown
- Hallway and bathroom lights turned off
- Outside door locked
- Key returned in drop box (if applicable)