

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, trainings or workshops, however donations are appreciated. Organizations who charge a fee for a seminar, meeting, or workshop are not permitted to use the meeting rooms. The Philanthropy Center may not be used for fundraising events.

Meeting rooms are not available on Tuesdays from 7:00am – 10:00am.

You will need to check out a key if your meeting is held outside of normal business hours (Monday – Friday from 8:00am – 4:30pm). **Please pick up the key no later than 4:00 pm prior to your meeting.**

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 the 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 and microwave.
- **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 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 check list is provided for your convenience.
- If damages occur while using the Philanthropy Center, the organization using it will be held responsible. Please notify Marcey Ciaccio at 608-558-5588 or Donna Sather 224-888-1129 asap regarding any damage.
- 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 set up
- A/V equipment shut down
- Hallway and bathroom lights turned off
- Outside door locked
- Key returned in drop box (if applicable)