

33 E Woodstock St. Crystal Lake, IL 60014
815-338-4483
THECFMC.ORG

ROOM USAGE POLICY & AGREEMENT

Rental Eligibility

The mission of The Community Foundation for McHenry County is philanthropically addressing the needs of McHenry County by providing leadership, granting resources, stewarding assets, and fostering awareness. Please read and understand the following policies & guidelines:

- The Community Foundation facilities are to be used for:
 - Meetings
 - Trainings
 - Workshops
- The Community Foundation facilities CANNOT be used for:
 - Political campaigning
 - Fundraising activities
 - Personal use such as weddings, anniversaries, birthday parties, etc.
 - Special events
- Reservations cannot be made more than 3 months in advance.
- The Foundation will no longer accept reservations on nights and weekends.

Reservation Confirmation & Cancellation Procedures

Reservations are considered confirmed only when the following are received and acknowledged no less than five days prior to the meeting:

1. Completed Facility Usage Agreement
(<https://thecfmc.org/philanthropy-center>).

Cancellations of previously confirmed meetings must occur prior to 48 hours of the start of the scheduled meeting. The Community Foundation reserves the right to cancel reservations at its discretion with proper notice.

If The Foundation closes due to inclement weather, an emergency, power failure, etc., The Foundation reserves the right to cancel scheduled meetings. If The Foundation closes, a representative from CFMC will attempt to contact either the primary or secondary meeting contact. We recommend contacting The Foundation in the morning for confirmation of opening on days when inclement weather is forecasted.

Guest Parking

Guest parking is available at The Foundation. City parking is located on Minnie St. or in the Metra parking lot across from The Foundation (*fee may apply*). Please contact the City of Crystal Lake for more information.

Smoke-Free

The Community Foundation for McHenry County building and grounds are a smoke-free environment.

Rules

1. **Food & Beverages** – Limited refreshments may be served. However, they must be removed immediately upon the conclusion of your meeting. The Foundation does not provide plates, cups, napkins, utensils, ice, coffee, creamer, sugar, etc. Canned heat (e.g. Sternos) and open flames are prohibited in the meeting rooms. Any food left in the room will be subject to a cleaning fee of \$100.
2. **Alcohol** – Alcohol is not permitted in The Philanthropy Center or on the grounds of the facility.
3. **Room Set-Up and Tear Down** – It is your responsibility to set up the tables and chairs to your desired setting and return them to their original state. The Philanthropy Center offers the following:
 - a. **Capacity:**
 - Crystal Lake Room – 12 tables, 24 chairs, and can accommodate up to 30 people
 - Woodstock Room – 8 tables, 16 chairs, and can accommodate up to 18 people
 - b. **Additional Chairs and Tables:**
 - There are an additional 3 tables and 6 chairs available in the Crystal Lake Room. *If you need to use them, please put them back in their original spot after your meeting.*
 - c. **Technology** – Each room is equipped with a laptop computer, projector, screen, podium, whiteboard, camera, USB hub, Wi-Fi, and microphone. Outside laptops and projectors are allowed, however, they may not be connected to any equipment provided by The Foundation. The Foundation will make every attempt to ensure its technology is functional. The Foundation assumes no responsibility or liability in the case of a technology failure. It is recommended that the user be prepared if such a meeting should occur. Organizations are encouraged to perform a site visit with The Foundation staff at least 7 days before the meeting to become familiar with technology. The Foundation provides limited technology support for organizations using The Philanthropy Center. Damage to any equipment provided by The Foundation will be at your expense.
 - *CFMC laptops do not have Microsoft Office and Microsoft Teams products downloaded. CFMC laptops can accommodate Google.*

4. **Signage** –The Community Foundation will provide minimal signage for your meeting. No signage is allowed on walls, doors, or outside of the building that is not part of The Community Foundation signage.
5. **Hours** – The Philanthropy Center is available during regular building hours, 8:30 a.m. – 4:00 p.m., Monday – Friday excluding scheduled closures and holidays. Set up time is available a half hour before the meeting starts. Room cleanup should not extend past a half hour after the meeting concludes or at 4:30 p.m. whichever comes first.
6. **Clean-up** – You and your organization are responsible for the general clean-up of The Community Foundation meeting rooms. Tables and counters should be wiped and the trash emptied. All garbage should be taken to the trash/recycling bins located outside the building. A new trash bag should be placed in the garbage cans. Additional garbage bags can be found under the podiums inside the Crystal Lake Room and in the Woodstock Room. A \$100 cleaning charge will be assessed to your organization for any excessive clean-up required by CFMC staff.
7. **Damages** – If damage occurs while using The Philanthropy Center, the organization(s) using it will be held responsible.
8. **Noise** – Please be considerate of other organizations and Foundation staff while using the Philanthropy Center. Noise levels and activity should be kept to a minimum.
9. **Support Staff** – The Foundation will assist with a walk-through prior to usage of the Philanthropy Center. The Foundation staff will not assist with business services such as copying, scanning, faxing, meeting registration, or personal technology.
10. **Marketing/Advertising** – The Community Foundation for McHenry County and The Philanthropy Center name and/or logos are restricted from being used on marketing materials without the expressed written consent of The Community Foundation. The Foundation and/or Philanthropy Center should not appear to be sponsoring a meeting unless prior approval is obtained.

Suggested Donation

The Philanthropy Center is free of charge to non-profits, however, a suggested donation is encouraged. Please include setup and cleanup time in calculating your suggested donation.

Up to 2 hours	2.5-4 Hours	4.5-8 Hours
\$25.00	\$50.00	\$100.00

The Crystal Lake Room



The Woodstock Room

