



Rules and Regulations of the Meeting Rooms at Community Foundation Square

The Door County Community Foundations provides free meeting space to non-profits and civic groups as part of our charitable mission. By requesting a reservation of one of the meeting rooms, you agree to the rules and regulations of the meeting rooms at the Door County Community Foundation. Failure to follow the rules may result in the Community Foundation denying future requests.

1. The meeting rooms are meeting space only.
 - a) Because multiple groups may be meeting in the Community Foundation simultaneously:
 - no music/sound systems are permitted.
 - we do not accommodate parties or celebrations.
 - b) Alcohol is considered inappropriate.
 - c) The space is not to be used for food preparation, though you may bring in food to serve during your meeting.
2. Booking time of room must include set-up and clean up time.
 - a) It is the responsibility of the organization reserving the room to set-up the room in the appropriate configuration for their needs. Consider set-up time while booking a room.
 - b) Meetings may never run long. As meetings may be booked back-to-back, the room must be cleaned, returned to their original configuration, and empty by the end of the booking time.
3. Alert the Community Foundation of meeting cancellations.
4. Return the meeting room and common areas to the way you found them.
 - a) A broom, vacuum, and other cleaning supplies are available in the large black cabinets in the reception area.
 - b) The garbage/recycling bins for city pick up are located on east side of the building, near the alley. If you fill a garbage can, please bring the bag to outside bins.
 - c) There is a kitchenette available for your use with a coffee pot and water pitchers. Please clean any items that are used and return them to their original place.
 - d) A picture of the standard room set up is available in each room for reference.
5. Community Foundation staff cannot assist with electronics.
 - a) A large screen and cables are provided for your use. In order to display documents or presentations, or video conference you must bring your own laptop or tablet.
 - b) The staff of the Community Foundation will not be able to help with your electronic needs. If there is a problem, please email office@givedoorcounty.org so we can fix the issue for future meetings.
6. Video cameras cover the entire building.
 - a) As a security measure, the Community Foundation is under video surveillance 24/7. Sound is not recorded.
7. Should damage occur, the charity or civic group using the room will assume the cost of cleaning and/or repair.

Adopted by the Build Committee of the Door County Community Foundation's Board of Directors May 8, 2019