

# WAREHOUSE RENTAL POLICY

**Completing the online request form does not guarantee your reservation. Your request remains pending until you receive a written confirmation from the CFA.**

To request facility use, please use the online form at [cfabilene.org/reserve](https://cfabilene.org/reserve). This page of our website also features photos of the Foundation's available rooms.

## CONTACT US

For more information, please contact Barbara Richert, office administrator, by email [brichert@cfabilene.org](mailto:brichert@cfabilene.org) or phone 325-676-3883.

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## ELIGIBILITY

The Community Foundation ("CFA") is pleased to open our building and offer local nonprofit charitable organizations the use of our meeting rooms. The Facility is intended first to support the ongoing work of the CFA and then to support our partner organizations and their charitable missions.

The facility is a private building, and the CFA is its primary user. The CFA reserves the right to decline any group's request to use the meeting facilities at any time.

The Foundation has established the following policies and procedures to maintain the facility's beauty and condition and make it available to as many groups as possible.

## CANCELLATION

Please note that we have the right to cancel reservations at any time. In these rare instances, we will notify you as soon as possible so that you can make other arrangements.

**If your organization needs to cancel an event, please let us know at least five days prior to the reserved date** so we may offer the space to another organization.

## POLICY FOR USE

To accommodate as many nonprofits as possible and conduct CFA business, please note that an organization may not use the facility for every board meeting, committee meeting, etc. We need to ensure that every organization gets the opportunity for use.

Each organization using the facility (“host organization”) shall designate a single point of contact to CFA personnel. This contact person shall be responsible for all coordination of the facility use and must meet with a member of the CFA staff before the requested event date.

## **ROOMS AVAILABLE FOR USE**

The Warehouse features a board room, community room, and open living room. Information on these spaces is listed below:

- Board Room – The board room accommodates 24 people.
- Community Room – The community room gives you access to nine round tables that seat five guests comfortably or seven tightly, accommodating up to 63 people. Without the use of the round tables, the room can accommodate more, depending on your preferred layout. Six cocktail tables are also available for use.
- Living Room – there is a space dividing the board room and community room that we call the living room. No food or drink should be consumed while sitting on the upholstered furniture.

Please call with any questions regarding room capacity for your event. *All set up is the responsibility of the host organization.*

## **FOOD AND BEVERAGE**

The warehouse space provides a kitchenette with a full-size refrigerator and microwave to help accommodate all your needs. We also have ice for use upon request.

Alcohol may be served with the CFA’s discretion. Larger events providing alcohol may require a TABC Certified Bartender. The sale of alcohol on CFA property is strictly prohibited.

No food or drink should be consumed while sitting on the upholstered furniture.

## **CLEANING & TRASH**

The host organization’s designated point of contact is responsible for ensuring that the proper cleaning guidelines are met, which includes taking out all the event’s trash (including but not limited to the event space area, the kitchen, and the bathrooms).

The CFA will provide trashcans, trash liners, and dust mops, etc. The small dumpster in the back of the parking lot may be used.

We do ask that you leave the space as close to how it was when you arrived.

**If you do not clean up after your event the CFA has the right to charge your organization a cleaning fee of \$75, which may result in losing the ability to rent the space in the future.**

## **DECORATIONS & FURNISHINGS**

CFA does not allow anything to be hung, taped or attached to the walls of the building unless previously agreed upon.

The only furniture that can be moved from its original location are the plastic tables and chairs in the community room. All other furniture must remain in its current location.

The use of confetti, glitter, or sequins is prohibited.

## **MEDIA & PUBLICITY**

Reserving organization shall not use or make use of CFA's insignia, logo, picture, or any other material that might create the impression of association, affiliation, sponsorship, partnership, or any other joint venture, without the express written permission of the Foundation.

Any publicity concerning the event may not refer to CFA in such terms as "sponsored by," "hosted by," or "in collaboration with," or any other language which states or implies that the event is a function or activity of CFA without the written permission of the Foundation

The Foundation reserves the right to review and approve the content of any publicity material, whether printed or in electronic media, before disseminating such material.

The reserving organization is prohibited from inviting media to the facility without prior written authorization by CFA. All requests must be submitted in writing when the facilities request form is submitted to CFA. The CFA's Marketing Director must approve any media and/or public announcements before release, especially if referencing CFA.

Please do not use the CFA's phone number on your release because we will not be responsible for relaying any information about your meeting.

## **HOURS OF USE**

The Community Foundation is open Monday through Friday from 8:30 a.m. to 5 p.m.

Any requests for use of the facility after hours or on the weekend will be considered regarding the nature of the event. If, for any reason, a CFA staff member has to assist you with your event after hours or on a weekend, you will be charged a \$50 convenience fee per occurrence.

## **WEATHER**

In the event of inclement weather, the CFA will follow Abilene ISD's schedule.

If Abilene ISD schools are closed, then the CFA will also be closed. The CFA will notify the listed point of contact about any closures, and the host organization will be responsible for notifying attendees.

## **PARKING**

The CFA parking lot can accommodate 18 spaces. If the event is during business hours, we will need 10 of those spaces for CFA staff.

If more parking is needed, you can request access to Frontier Texas parking by contacting their office.

Please note that the CFA is not responsible for any personal belongings left in vehicles while parked on CFA property.

## **SERVICES OFFERED**

Due to the CFA staff's ongoing business, we cannot offer secretarial services such as copies or faxes. The CFA staff cannot accept deliveries for your event at our office.

## **OUR THANKS**

The Community Foundation of Abilene is excited to offer free use of our warehouse and conference rooms to better serve the nonprofits in our community.

We look forward to hosting your next event!

# WAREHOUSE RENTAL CONTRACT

Please sign below to acknowledge receipt and compliance with our Warehouse Rental Policy.

ORGANIZATION'S INFORMATION	
NAME	
WEBSITE	
CONTACT'S INFORMATION	
NAME	
TITLE	
EMAIL	
PHONE	
SIGNATURE	
DATE	

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For any questions, please contact Barbara Richert, *office administrator*, at 325-676-3883 or [brichert@cfabilene.org](mailto:brichert@cfabilene.org).