

RENTAL POLICY

Completion of the online request form does not guarantee your reservation. Until you receive a written confirmation from the CFA, your request remains pending.

ELIGIBILITY

The Community Foundation (“CFA”) is pleased to open our building and offer local nonprofit charitable organizations 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 the primary user of the facility. The CFA has the right to decline the opportunity to use the meeting facilities to any group for any reason at any time.

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

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 make sure that every organization is getting 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 be required to meet with a member of the CFA staff prior to the requested event date.

ROOMS AVAILABLE FOR USE

- Board Room - The CFA Board Room accommodates 24 people.
- Community Room - The CFA 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.

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

FOOD & BEVERAGE

The warehouse space provides a kitchenette complete 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.

The CFA will provide trashcans, trash liners, 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 pieces that can be moved from their original location are the plastic tables and chairs in the community room. All other furniture must remain in its current location.

The use of glitter is prohibited.

MEDIA & PUBLICITY

The CFA's Marketing Director must approve any media and/or public announcements prior to release if you are referencing the Community Foundation of Abilene or our logo.

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 or event.

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 the schedule of Abilene ISD.

If the 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 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 nine 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 our property.

SERVICES OFFERED

Due to the ongoing business of the CFA staff, we will not be able to offer any secretarial services such as copies or faxes. The CFA staff will not be able to accept deliveries for your event at our office.

MORE INFORMATION

For more information, please contact Barbara Richert, *office administrator*, at brichert@cfabilene.org or call 325-676-3883.

THANK YOU!

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

We look forward to hosting your next event.