



# FM Area Foundation

Connecting people and purpose.

areafoundation.org

409 7<sup>th</sup> Street South | Fargo, ND 58103 | 701-234-0756

## FM AREA FOUNDATION COMMUNITY ROOM RESERVATION FORM AND AGREEMENT

Please read the guidelines starting on page 3 before completing the reservation form. If you have any questions regarding the reservation form or guidelines, please contact FMAF at 701.234.0756.

The reservation form can be returned to Michelle Johnson at michelle@areafoundation.org. You will be contacted for reservation confirmation. *Submission of this form does not constitute approval of requested use.*

Contact person (*must be at least 18 years of age*) \_\_\_\_\_

Title \_\_\_\_\_ E-mail \_\_\_\_\_

Name of organization \_\_\_\_\_

Daytime phone \_\_\_\_\_ Cell \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Meeting date(s) \_\_\_\_\_

*Please Note: If your event is recurring with the same information, please list all the dates on one form.*

Set-up arrival time \_\_\_\_\_ Actual meeting time \_\_\_\_\_

Number of attendees expected \_\_\_\_\_ Approximate departure time \_\_\_\_\_

Nature of meeting \_\_\_\_\_

Name of meeting \_\_\_\_\_

Type of organization \_\_\_\_\_

Are you a nonprofit organization?  Yes  No Tax ID # \_\_\_\_\_

Have you used our facility in the past?  Yes  No

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**I have read and agree to abide by and uphold the Policies and Procedures for the FMAF Community Room.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please print name of above signature \_\_\_\_\_

## BRAD AND CAROL SCHLOSSMAN COMMUNITY ROOM

-Seats 20

The Community Room is for charitable and service organizations, as well as educational trainings and workshops that benefit the community. We do not rent this space for private parties or to groups doing direct sales. There's no charge for nonprofits and other civic organizations to use this room. For others, a donation to the FMAF Grant Round is suggested. An additional cleaning fee will apply to all users if a cleaning service is necessary.

- 65" digital display for Polycom video conferencing
- Connection cords for PC, laptop or other devices
- Telephone with speaker and conference capabilities
- Projector available upon request
- Wi-Fi Available
- Kitchenette available; includes full sized refrigerator, sink, microwave and coffee machine

Will you be using AV equipment?  Yes (provide own laptop)  No  
**MAC users: bring adapter to connect with our equipment**

Will you be serving food and beverages?  Food  Beverages  N/A

Will you be using a caterer?  Yes  No

**Please be present to accept your catered delivery. Arrange for catering pick up during regular FMAF business hours. You do not need to be present when the caterer retrieves their items.**

## COMMUNITY ROOM GUIDELINES

The following policies and procedures have been established:

- Staff is present during normal business hours. (**Monday through Friday 8 a.m. to 5 p.m.; Summer Hours – Memorial Day Weekend-Labor Day Weekend Monday through Thursday 8 a.m. to 5 p.m., Friday 8 a.m. to 12 p.m.**)
- Our facility is available before or after normal business hours.
- In most cases, you'll need to reserve a room at least five business days in advance.
- If you have questions or would like to schedule a tour, please contact Michelle Johnson.

### After Hours Procedures:

1. A key needs to be picked up during normal business hours the day of or day before the event. Instructions on how to lock and unlock the main door will be provided. **Main door must be locked before you leave the building. Once main door has been locked, re-entry is not possible.**
2. Building key can be left in the outside mail slot or returned the next day during normal business hours.

### Audio/Visual Equipment:

1. Equipment for projection and sound are permanently connected in each room and are available for use. Please bring a laptop. **MAC users: bring adapter to connect with our equipment.** *FMAF assumes no responsibility for equipment brought into the building.*
2. **We do not have technology staff. Please test technology prior to the start of your event.**
3. You will be responsible for paying for replacement of any equipment damaged, stolen or destroyed, if beyond normal wear and tear.

### Building/Grounds:

1. Organizations will be held financially liable for any damage to or loss of equipment, furnishings, kitchen items or other property. Privileges may be revoked if damages occur. This also applies to parking lot and grounds.
2. There are approximately 10 parking spaces and they are free to you and your guests during your use of the facility. Additional parking is available on the street and across at the park.
3. Reservations cannot be transferred to another group without making prior arrangements with Foundation staff.
4. Tables and chairs can be reconfigured. Please return them to their original layout when your event has ended.
5. The use of tobacco products is not permitted in the building, on the patio, parking lot or grounds.
6. Do not tape, tack or adhere anything to walls, doors, windows or ceilings. Pictures may not be removed from walls. Please do not use glitter or confetti. Remove decorations/displays when your event has ended.
7. Equipment, supplies or personal belongings cannot be stored in the reserved space before or after use unless arrangements have been made with Michelle. FMAF is not responsible for items left behind.
8. Filming in or around the building must be pre-approved by Courtney Larson, Communications and Marketing Officer, at [courtney@areafoundation.org](mailto:courtney@areafoundation.org) or 701.234.0756.
9. During winter months, snow removal is provided in the parking lot and on sidewalks prior to the building opening at 8 a.m. weekdays. Please make special arrangements with us for weekend snow removal if needed.
10. An adult must be present at all times if youth under the age of 18 are in the building.
11. Children cannot be left unattended while parents/guardians attend a meeting or event.

### **Cancellations:**

1. Cancellations should be made as soon as possible by contacting [reception@areafoundation.org](mailto:reception@areafoundation.org) or 701.234.0756.
2. In the unlikely event we have to cancel your reservation, we will notify you as soon as possible.

### **Cleaning:**

1. When your event has ended please clean your meeting space. If needed, cleaning supplies are available.
2. A cleaning fee will apply to all users if a cleaning service is necessary.

### **Emergency Procedures:**

1. Contact information after normal business hours:
  - a. In the event of fire or medical emergency, ***first call 9-1-1***, then staff on call. **If using an FMAF landline phone, first dial 9 for an outside line.**
  - b. If there's a problem inside (other than audio visual equipment) or outside the building that needs immediate attention, contact the staff on call.
2. An AED (Automated External Defibrillator) for sudden cardiac arrest is located in the women's restroom.
3. Guests should take immediate action to ensure their own safety. When fire and smoke are reported, evacuate the building.
4. In case of emergency or inclement weather, seek shelter in the restrooms.

### **Food and Beverages:**

1. Food and beverages are allowed. Plan to arrive early enough to prepare these items.
2. You can bring in food or use a caterer. If using a caterer, please make arrangements including delivery and pick-up times and supply of any paper products. Please be present to accept deliveries.
3. We have water pitchers and coffee servers that can be used. We do not have table linens.
4. There are no vending machines in the building.
5. No alcoholic beverages may be served in the facility.

### **Services:**

1. Wireless internet is available throughout the building. [Wi-Fi: *FM Area Guest* – Password: *forguests*]
2. If you request a cleaning service after your meeting or event has ended, please let Michelle know and we will arrange cleaning to be performed and billed to your organization.