



FM Area Foundation
Connecting people and purpose.



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 form or guidelines, please contact FMAF at 701-234-0756.

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

Name of Organization _____

Are you a nonprofit organization? Yes No Tax ID # _____

Contact Person *(must be at least 18 years of age)* _____

Title _____ E-mail _____

Primary Phone _____ Add'l Contact Person & Number _____

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 _____

Have you used our space in the past? Yes No

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

Signature _____ Date _____

Please print name of above signature _____



FM Area Foundation
409 7th St. S. Fargo, ND 58103
701.234.0756
areafoundation.org



Mission: We help donors maximize their philanthropy to create a vibrant community full of opportunities for everyone.

BRAD AND CAROL SCHLOSSMAN COMMUNITY ROOM

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

- Seats 20
- 65" digital display for video conferencing
- Connection cords for PC, laptop, or other devices
- Wi-Fi Available
- Kitchenette available; includes a full-sized refrigerator, sink, microwave, and a coffee machine

A few things to note;

You will need to provide your own laptop, charger, and possibly your own adaptor (specifically if you have a MAC). You can bring in your own food, or you may cater; we just ask that you be respectful of the space and clean up after your group.



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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.**)
- The Community Room is available after normal business hours and on weekends only.
- 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 Ashley Bjordahl.

After Hours Procedures:

1. A key must be picked up during normal business hours on the day of your event. If your event is over the weekend, a key must be picked up before 12 pm the Friday before. Instructions on how to lock and unlock the main door will be provided. **Main door must be locked before you leave the building. Once the main door has been locked, re-entry is not possible.**
2. **Please return the building key in the outside mail slot after you lock the outside door.** If you neglect to return the key after leaving, please return the key the following day at your earliest convenience.

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 must provide their own adaptor to ensure hookup to the equipment available.** *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 the replacement of any equipment that is 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 the 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 in 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 Ashley. FMAF is not responsible for items left behind.
8. Filming in or around the building must be pre-approved by Michelle Johnson, Director of Marketing and Communications, at michelle@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. on weekdays. Please make special arrangements with us for weekend snow removal if needed.



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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 emailing ashley@areafoundation.org or by calling 701-234-0756.
2. Failure to cancel your reservation will result in a no-show. After two no-shows, unfortunately, we will no longer be able to accommodate your org/ group.
3. In the unlikely event we must cancel your reservation, we will notify you as soon as possible.

Cleaning Requirements:

1. All tables, chairs, and counters must be cleaned with the provided disinfectant spray.
2. Garbage must be removed at the end of room use.
3. A cleaning fee will apply to all users if a cleaning service is necessary and billed to the contact person.

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.
 - 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 Southwest corner of the Community Room.
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 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: forquests**]
2. If you request a cleaning service after your meeting or event has ended, please let Ashley know, and we will arrange for cleaning to be performed and billed to your organization.



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