



COMMUNITY ROOM RESERVATION FORM AND AGREEMENT

Please read the guidelines starting on page 2 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 Blanshan at ashley@areafoundation.org. You will be contacted to confirm your reservation. *Submission of this form does not constitute approval of the requested use.*

Name of Organization _____

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

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

Title _____ E-mail _____

Primary Phone _____ Add'l Contact Person _____

Address _____ Add'l Phone _____

City _____ State _____ Zip _____

Meeting Date(s) _____

If your event is recurring with the same information, please list all dates on a single 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 & CAROL SCHLOSSMAN COMMUNITY ROOM GUIDELINES

Available to non-profits & service organizations free of charge.
Donations to the FMAF Community Grant Round are suggested.

What's included?

- Seating for 20
- 65" digital display (connection cords are limited)
- WiFi
- Kitchenette (refrigerator, sink, microwave, coffee machine)

To note:

- Must provide own laptop/ device
- Please remember to tidy up
- Alcohol prohibited

The following policies and procedures have been established:

- Staff are 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. Earliest access is 5 pm on weekdays.
- 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 on the Friday before, unless summer hours are in place; then a key must be picked up before 12 pm on the Thursday before your reservation.** Instructions for locking and unlocking the main door will be provided. **The 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 to 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 is permanently connected in the room and is available for use. **You must provide your own laptop.** If you have your own adapter/cords, we recommend bringing them to ensure a connection, as we can't guarantee ours will be compatible with your device(s). *FMAF assumes no responsibility for equipment brought into the building.*
2. 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 damage occurs. This also applies to the parking lot and grounds.
2. The parking lot has 10 spaces, which are free for you and your guests during your use of the facility. Additional parking can be found on the street or in Island Park.
3. Reservations cannot be transferred to another group.
4. Tables and chairs can be reconfigured, but must be returned to their original layout when your event ends.
5. The use of tobacco products is not permitted in the building or in the parking lot.
6. Do not tape, tack, or adhere anything to walls, doors, windows, or ceilings. Fixtures may not be removed from the walls or premises. Please do not use glitter or confetti. Remove all 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 prior arrangements have been made. FMAF is not responsible for items left behind.
8. Filming in or around the building must be pre-approved by Courtney Larson, Director of Marketing and Communications. Courtney can be reached at courtney@areafoundation.org.
9. An adult must always be present when youth under the age of 18 are in the building. Children cannot be left unattended.

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, 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:

(Garbage bags & cleaning supplies can be found underneath the sink.)

1. Tables, chairs, and counters must be wiped down after use.
2. Garbage must be removed at the end of room use.
3. If you suspect your group may need a vacuum, one can be provided upon request.
4. 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. (numbers listed on key)
 - 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 in the Southwest corner of the Community Room.
3. Guests should take immediate action to ensure their own safety. When fire/ smoke is reported, evacuate the building.
4. In case of emergency or inclement weather, seek shelter in the restrooms.

Food and Beverages:

1. Outside food and beverages are allowed. You must be present to accept any deliveries.
2. Disposable silverware, plates, napkins, water pitchers, & coffee servers are available. We do not have table linens.
3. Bottled water and select beverages are available during your reservation.
4. Alcoholic beverages are prohibited in the facility & on property grounds.

Services:

1. Wireless internet is available.

Wi-Fi: FM Area Guest

Password: forguests