

# COMMUNITY PARTNERS CENTER

## MEETING ROOM SCHEDULING & GUEST POLICIES AND PROCEDURES

Community Partners Center is pleased to offer its tenants and community nonprofit organizations the use of meeting rooms for business and professional purposes. To promote good communications and stewardship of this community resource, we have developed these policies and procedures.

Building tenants are offered first option to reserve meeting rooms. Other community nonprofit organizations that partner with or are eligible to receive grant support from the *HealthSpark Foundation* may also reserve meeting rooms. Meeting rooms are available seven days/week, subject to prior scheduling by other organizations. All meetings are booked through the Community Partners online reservation program.

### MEETING ROOMS AVAILABLE:

ROOM	CAPACITY	EQUIPMENT
<p><b><i>Terrence L. Walton Meeting Room</i></b></p> <p>Room Capacity: 96</p>	<ul style="list-style-type: none"> <li>• Flexible set up</li> <li>• A maximum of 30 tables and 96 chairs are available.</li> </ul>	<p>Lectern (computer not provided) Easels (2) (more available upon request) Projector and Screen DVD/VCR Microphones (lectern, table, wireless, lavalier) Audio conferencing Wireless Internet Catering and Refreshment Area Use of Registration Desk</p>
<p><b><i>First Floor Conference Room</i></b></p> <p>Room Capacity: 12</p>	<ul style="list-style-type: none"> <li>• Fixed furniture set-up</li> <li>• Up to 8 persons at the table</li> <li>• Oval table and 8 chairs</li> <li>• Additional side chairs available on request</li> </ul>	<p>Dry Erase Board (markers not supplied) Wireless Internet Projection screen Easels (available upon request) Refreshment bar Use of Registration Desk</p>
<p><b><i>HSF Board Room (Tenant use only)</i></b></p> <p>Room Capacity: 26</p>	<ul style="list-style-type: none"> <li>• Fixed furniture set-up</li> <li>• Up to 20 persons at table</li> <li>• 6 side chairs</li> </ul>	<p>Lectern Easels (available upon request) Projector and screen DVD/VCR Microphones (lectern, table, wireless, lavalier) Audio conferencing Wireless Internet</p>

## **GENERAL GUIDELINES:**

### **Requirements for Use of Meeting Space:**

**Certificate of Insurance:** Organizations must provide a certificate of insurance that demonstrates a minimum of \$1,000,000 in general liability coverage naming 2506 LLC and HealthSpark Foundation as an additional insured on the organization's liability insurance policy.

**Meeting Room Orientation:** Meeting room orientation is required prior to the organization's first use and must be scheduled at least one week in advance of the first scheduled meeting date.

### **OTHER MEETING USE INFORMATION:**

Community Partners Center hopes your event is successful. To ensure that it runs smoothly, please review the following use conditions carefully and orient all meeting participants to these conditions, as appropriate.

Reserving conference/meeting space does not include use of the entire building. Community Partners Center houses many nonprofit tenants; please keep this in mind when using the conference rooms and common areas.

1. **Rights Reserved:** Community Partners Center reserves the right to inspect and control all functions held on the premises.
2. **Purpose of Meetings:** Community Partners Center reserves the right to refuse any group requesting a conference room whose mission or purpose is considered to be inconsistent with the mission, purpose and/or policies of Community Partners Center.
3. **Items Left Unattended:** Community Partners Center is not responsible for items left unattended.
4. **Tobacco-Free Facility:** The campus is a tobacco-free facility. No smoking or the use of any tobacco product is allowed in or outside of the building. Please note that, by submitting an online room reservation, you are accepting responsibility to enforce this policy, and for any cleaning or damages associated with the use of any tobacco product.
5. **Food/Beverage Serving Areas:** The food/beverage serving areas are located along the back wall. There is a catering garage door connected from the kitchenette to the Terrence L. Walton meeting room. The catering door is automatic and is operated with a switch.
6. **Catering:** If food is served by a commercial caterer, the caterer must provide a certificate of insurance to Community Partners Center naming 2506 LLC as an additionally named insured at least one week in advance of the event.
7. **Alcoholic Beverages:** The use of alcoholic beverages is limited to the service of wine, champagne and/or bottled beer and must be noted in the online request form.

8. **Clean-Up:**

Meeting and common areas used by guests must be left clean and undamaged. It is the responsibility of the person requesting use of any meeting room to ensure that the meeting room is left in the same or better condition in which it was found. This includes cleaning up the kitchen area, wiping down the tables, and removing garbage and recycling materials. [Note: The meeting rooms and common areas are professionally cleaned on a daily basis. The janitorial staff will remove closed bags of trash at the end of the day. If a room is used more than once during a single day, every user must remove all food and utensils and any trash that does not fit in a trash container and deposit this trash in the dumpster facility located in the enclosed area in the rear parking lot.]

*Below are some clean-up highlights:*

- Extra trash bags, Windex and paper towels are available under the kitchen sink.
- We recycle paper, cardboard, cans and bottles, all plastics marked #1 and #2 and glass bottles. Please use and direct your guests to properly use the recycling containers.
- Refuse and recycling dumpsters are located outside in the enclosed fence in the corner of the parking lot.
- Please turn off all lights and equipment and close all doors prior to leaving.

9. **Room Set Up:** Community Partners Center will provide meeting room set-up in the Terrence L. Walton meeting room if the room reservation is made one week in advance and a desired room set-up configuration is specified. Room layouts are detailed in the online meeting room reservation form. Users of the meeting room are responsible for their own meeting room set-up if reservations are made less than one week in advance, or if you need a setup that is not listed.

10. **Registration Area:** The registration area is outside of the Terrence L. Walton meeting room and can be used for meetings in the Walton room or conference room. The area includes a registration desk, chairs, power outlets and telephone. **We encourage you to use this area as tables are not permitted alongside the walls in the Walton room.**

11. **Posting Materials:** The front wall of the Terrence L. Walton meeting room is a fabric-covered wall and is the **ONLY** wall that may have anything applied to it either with push pins or masking tape. Masking tape, scotch tape and push bins are prohibited from being used anywhere else on the walls. All posted materials must be removed from the wall by the end of the meeting.

12. **Thermostat Settings:** The temperature is automatically controlled. Room thermostats can be adjusted to raise or lower the temperature. Both thermostats must be adjusted in order for the setting to be changed. If adjusting the thermostats in the Terrence L. Walton meeting room, set them one degree above your comfortable temperature.

13. **Conference Calls:** Users must provide their own means of accessing long distance calls for conference calls or other communications. Conference calls must be arranged as outgoing calls. The phone system in the meeting rooms is restricted to dialing the following area codes: 215, 267, 484 and 610. You must dial 8 on the wall phones for an outside line. The conference phones do not require that you dial 8. Emergency calls to 911 are unrestricted and do not require you to dial 8.

14. **Internet:** Use of wireless Internet is available. The wireless access pass code is posted in the room on the small erasable white board near the door.
15. **Use of AV Equipment:** User will return all AV equipment to standard settings. The Crestron unit (A/V remote control) must be securely placed in the charging stand. User will immediately report any problems with the AV or room equipment to 2506 LLC staff using the “Meeting Room Checkout Form” available online. HDMI adapters for PC’s are available upon request.
16. **Damages:** User agrees to pay for any damages caused to the Community Partners Center and its surrounding property as a result of said meeting.
17. **Security Access Codes:** Non-tenant users are responsible for scheduling their event in advance with a minimum of two (4) days prior notice. A security access/pin code will be provided to the contact person approximately one week before the event. The Community Partners Center building is locked daily at 5:30 p.m., and until 8 a.m., and same on all holidays and weekends. The security code provides access to the main entrance of the building, and the reserved meeting room and restrooms on that floor. The security code is restricted to the day/time of your reservation. Under no circumstances may the security code be posted on any outside or restroom door. For your convenience, there is a white board located in the meeting rooms where the pin code can be recorded for meeting participants (for restroom use). If your meeting begins during a time when the building is locked, please provide the access code to meeting participants **in advance of** the meeting. Otherwise, someone from your organization will need to stand at the door to let participants in for the meeting. **The building entrance, meeting room entrance and bathroom doors are NOT to be held open for any length of time.**

**18. Emergencies:**

- Dial 911
- Please report all incidents to 2506 LLC staff as soon as possible
- The building is equipped with two (2) Automated External Defibrillation (AED) devices – one on each floor near elevator

**Building Address:**

2506 North Broad Street  
Colmar, PA 18915  
Hatfield Township  
Montgomery County

**Emergency Contact Numbers:**

- First contact: Kim Hedrick 267-450-3161
- Russell Johnson 215-300-6961

**19. Non-Emergency Contact**

In the event of a non-emergency, call HealthSpark Foundation office using the phone in the meeting room, dialing extension 201 or 204, or go to Suite 206 on the second floor, Monday-Friday between 8:30 and 4:30, or call the main number 215-7169-5400 from any phone.