



The Community Foundation of South Alabama

Facility Guidelines and Policies:

- Welcome! We are delighted to host your 501(c) (3) non-profit organization's meeting in our office. We encourage you to visit The Community Foundation of South Alabama (CFSA) in advance of your meeting to tour our meeting space options. We want to make sure our office is the adequate for your needs.
- The hours of use for the facility are generally limited to regular Community Foundation of South Alabama hours, which are Monday-Friday from 8:00 a.m.-5:00 p.m. Request for meetings held outside of these hours require prior approval and will be considered on a case-by-case basis.
- Upon leaving CFSA's parking lot the last person is required to close the parking lot gate.
- The large conference room accommodates a maximum of 50 guests according to the fire code of the City of Mobile. There are a total of 62 chairs available for use. Tables can be configured as needed.

Specific Guidelines on the Use of the Meeting Rooms:

- The Community Foundation of South Alabama is fully staffed. We ask that you contain your group to the space you have reserved, the kitchen and the restrooms. For security reasons the building is monitored by Sonitrol. Access into the building will be given by CFSA staff.
- The CFSA building is designated as nonsmoking.
- Tables and chairs in the conference rooms may be moved, thus you will need to allot time to prepare for your meeting and return them to the location they were originally.
- After all events meeting rooms and furniture must be left as you found them. The following items must be clean and free of any items that were brought in for the meeting:
 - Tables
 - Chairs
 - Countertops
 - Sink
 - Microwave
 - Floors (Upright vacuum cleaner is available)
 - Trash is to be removed and placed in the area designated on 113 State Street entrance.
- The following item is not permitted:
 - Permanent tape on the walls. (Only use of painters tape or post it paper may be permissible).
- Decorations can only be added with prior approval.
- Deliveries for events or meetings must be made only on the day of the event and a member of the organization hosting the meeting must be present to accept the delivery (CFSA staff will **NOT** accept deliveries for the meeting). Organizations are held responsible for any vendors they employ for an event.

- Noise and activity levels should be controlled and not interfere with CFSA business operations.
- CFSA will not provide office supplies, copying, faxing or clerical services.
- CFSA has 32 parking spaces available. Handicap parking is located and accessible at the 113 State Street entrance.
- Organizations will be billed for any damages caused to the facility.
- The non-profit organization agrees to indemnify and hold harmless The Community Foundation of South Alabama against and from any and all injury, loss, damage, claim, or liability of any kind, whatsoever, occurring to an individual(s) real or personal property arising out of the organization's use of CFSA facilities.
- Restroom Facilities:
 - **One Ladies Toilet**
 - **One Men's Toilet**
 - **One Handicap Accessible Toilet**
- Wireless network connection is available (Please ask for password).
- If someone is attending your meeting via phone, please let us know in advance, as it ties up one of our phone lines.

In House Food and Beverage Services:

- You are welcome to order from a local restaurant/caterer and have your food delivered to our offices. All catering arrangements and costs will be handled by your organization.
 - A representative of your group must be available to receive and set up your food when it is delivered.
 - Alcoholic beverages are prohibited on the premises during working hours.
 - All set-up and clean-up will be handled by your organization.
 - CFSA kitchen is available for use by any nonprofit group for meetings. Users are responsible for cleaning the facilities after use.
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The Community Foundation of South Alabama staff would like to thank you for choosing our conference room to conduct your meetings. However, if you have any additional questions or accommodation please call (251) 438-5591.

After you have read the above guidelines please complete the below form and fax, email or mail it along with any additional information to:

Community Foundation of South Alabama
P.O. Box 990
Mobile, AL 36601
(251) 438-5592 Fax
info@communityendowment.org

ORGANIZATION INFORMATION

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____

Meeting Primary Contact: _____

Title: _____

Phone Number: _____ Email: _____

Secondary Contact:

Title: _____

Phone Number: _____ Email: _____

MEETING INFORMATION

Name of Meeting: _____

Please make sure this is the name of the meeting that your guests will be asking for.

Purpose of Meeting: _____

Date of Meeting: _____

Beginning Set Up Time: _____ Start Time: _____ End Time: _____

Meeting Room Requested:

Large Conference Room

Number of Attendees Expected: _____

