Haile Community Hub Guidelines

Greater Cincinnati Foundation (GCF) is pleased to open our doors to the community by allowing organizations to use our conference rooms in the Haile Community Hub for meetings. The aim is to create an additional setting in the Greater Cincinnati region where we can collaborate, grow, and strengthen our community. This communal workspace has 10 rooms of varying sizes.

Purpose

The purpose of this document is to establish guidelines to manage this community space in an effective and coordinated manner. Greater Cincinnati Foundation's intent is to offer this common area, but to ensure that its use is respected and the organizations that benefit from this offering align with the values and moral conscious of the foundation and the Greater Cincinnati community as a whole.

Scope

The Haile Community Hub is open to all organizations in the Greater Cincinnati Region which includes non profit, for-profit and volunteer organizations. These guidelines apply to all employees, vendors, consultants, donors, board and committee members, as well as the guest organizations. Greater Cincinnati Foundation reserves the right to disallow any group, organization, or meeting request for any reason.

Conference Room Use

The Haile Community Hub rooms are available for meetings Monday through Friday between the hours of 9:00am and 5:00pm. This schedule must allow for adequate time for set up and clean up within our regular office hours. The room rental fee is subsidized by Greater Cincinnati Foundation as a benefit to the community. Community organizations will be responsible for incidental charges such as catered food, soft drinks, and supplies. Additionally, a signed Liability Waiver will be required prior to confirmation of a reservation. It is the responsibility of the meeting representative to make sure the room is left as it was found. This includes disposing of all trash, loading dishwasher, wiping down tables if needed and pushing in all chairs. Failure to do so may prevent your organization from future use.

Organizations and Meeting Use

The following organizations or meetings with the following purposes will not be permitted:

- Profit-making activities, which includes the selling, advertising, or promoting of products/services.

- However, meetings to plan fundraisers or profit-making activities are permitted.

- Activities designed to advance a religious faith or doctrine.

- Political activities, or by an individual who has announced or filed for elective office and intend to use the space for political purposes.

- Social occasions that do not further the betterment of the community.

- Events or meetings where attendees are charged a fee.

- Groups that promote hate, exclusion, antagonism, or malevolence of any kind.

Facility Imperatives

The expectation is that the following facility imperatives will be followed.

- Spaces are reserved on a first-come-first-served basis

- Once reserved, the community organization will receive an email confirmation from GCF

- The meeting space is available between 9:00 am and 5:00 pm EST

- Any request of the space outside regular business hours (i.e. before Monday-Friday before 9:00 am or after 5:00 pm or weekends) will require a GCF staff sponsor. In such cases, the meeting/event will need to be booked by the GCF staff sponsor.

- The Staff Sponsor is responsible for having **ALL** guests sign in via Envoy. The Receptionist may assist in certain circumstances or as schedule allows; however, the responsibility falls on the Staff Sponsor.

- Organizations can only use the space for meetings. Any reception or event will require a staff sponsor.

- Allowance for adequate time for set up and clean up should be made within those hours (9:00 am-5:00 pm)

- The community organization is responsible for room configuration, set up, supplies etc.

- For meetings with less than 10 participants, guests are welcome to use our glasses/mugs, but are asked to rinse and load in the dishwasher when they are finished. Complimentary coffee, tea and water (self-serve) for meetings with ten or less participants. Any additional beverages will need to be provided by the community organization.

- For events with more than 10 participants, community organizations must provide their own catering, plates, utensils and cups when food/snacks are included in the meeting.

- If providing food, we prefer that organizations select a caterer from the GCF's preferred list.

- Community organizations are welcome to use AV, audio conferencing, phones, Bluetooth speakers and the guest wireless internet. It is required for larger events that the organizer or representative secure time with GCF's technology department to ensure compatibility and basic instruction on use of equipment.

- The community organization is responsible for room clean up. This includes cleaning tables, disposing of the accumulation of garbage, removing any food items, loading the dishwasher and returning the room to a fresh and clean condition.

- GCF reserves the right to welcome a group using the conference room prior to the start of the meeting. This would take less than 5 minutes.

- Easily removable and non-marking items (such as post-it notes, flip-chart paper, and painter's tape) are allowed on the glass and walls. However, items such as tape, nails, thumb tacks, putty or any markings will not be allowed.

- GCF reserves the right to withdraw its offer of conference room usage should an internal need supersede it. Should this arise, you will be notified within two weeks of your event and we will make every attempt to work with you to find an alternate location.

Conference Rooms and Capacity
All meeting rooms have white boards, AV, wifi and screens. Flip charts available upon request.

Conference Room Name	Room Capacity	Comments
Mashburn River Room	Up to 60 with tables	Can accommodate 80 without tables
Friedlander Family Union Room	25-30 with tables	Flexible set up allows for more capacity
Idea Lab	20-25	Ideal for retreats / also a game room
Stephen L Hightower Entrepreneurship Room	10-12 around table	Could accommodate up to 22 people if chairs placed around room without tables
The Andrew Jergens Foundation Rose Room	10-12 around table	Could accommodate up to 20 people if chairs placed around room without tables
Sara & David Osborn Freedom Room	10-14 around table	Could accommodate up to 25 if chairs placed around room without tables
George H & Kim M Vincent Mainstrasse Room	3-4 around table	

Rosemary and Mark Schlachter Steeple Room	3-4 around table	