

## **VCCF Nonprofit Center Community Rooms Usage Policies**

The VCCF Nonprofit Center is home to shared meeting space underwritten for the community's use by the VCCF Nonprofit Center and managed by the Ventura County Community Foundation (VCCF).

**Room Request Process:** In order to reserve a meeting space, a request must be submitted electronically to the VCCF Nonprofit Center's Building Services Coordinator Jessica Proctor ([jproctor@vccf.org](mailto:jproctor@vccf.org)) or through the interactive space reservation system conveniently located on the VCCF website at [www.vccf.org](http://www.vccf.org). Please note that this is merely a *request* until you have received final confirmation. All required paperwork must be completed for our files prior to your reservation being confirmed. For the time being, we are accommodating room requests only 3 months in advance and during regularly scheduled business hours.

In advance of meeting scheduling, each requesting organization (Guest Organization) must have a signed copy of the room usage agreement on file including an identified person responsible for facilitating the payment of any unanticipated damage to the facility or charges incurred in clean up and/or resetting standard layout.

Your request for space will be confirmed or denied within 48 hours via email assuming a signed room usage agreement is on file.

**Eligible Users:** The following entities are eligible to use meeting space, in priority order: 1) VCCF, 2) VCCF Nonprofit Center tenants, 3) Registered 501(c)(3) nonprofit organizations in Ventura County (\* refer to page 4 for list of eligible users).

VCCF reserves the right to refuse a request. VCCF has priority scheduling; VCCF Nonprofit Center tenants are given preference over outside groups; Users may schedule meeting space first come, first served depending on room availability.

**Hours of Operation:** The VCCF Nonprofit Center meeting facilities are available Monday – Thursday, from 7:00 a.m. – 7:00 p.m. and Friday, from 7:00 a.m. – 5:00p.m. Special requests for room usage outside these times will incur additional fees/charges to cover after-hours staffing, security, and oversight. No weekend use at this time.

**Cancellation Policy:** VCCF reserves the right to cancel any meeting with a 7-day notice unless payment has been received. Notification of cancellation of event must be received at least 72 hours prior to the event for an organization to be eligible for the fee to be applied to a future event. The Guest Organization's failure to pay for room usage prior to the event may affect future facility use privileges.

**Set Up & Break Down of Rooms:** Each room in the VCCF Nonprofit Center has a standard room set-up depicted in the framed schematic located on the wall in the room. If moved, the Guest Organization is responsible for the return of tables and chairs to their original location. The Guest Organization is also responsible to move any furniture to accommodate their meeting. No VCCF staff will be available to move tables and chairs under any circumstance. We encourage Guest Organizations to reserve an additional thirty (30) minutes before and after their meeting to accommodate for room set-up and clean-up. All trash must be removed from the room and placed in the proper outside receptacles.

Only non-toxic painters tape and self-adhesive easel paper are permitted on the walls. Please use caution to prevent markers bleeding through leaving permanent marks on any wall space. Any violation of this request will be assessed a damage charge and may affect future facility use. Meeting related materials and promotional brochures may not be left in the meeting room nor affixed to any wall.

Groups must vacate the facility at the designated time as stated in the written request for room usage submitted by the organization. If room(s) are not returned to the original set-up, future room usage may be prohibited.

**Parking:** Ample parking is available immediately surrounding the VCCF Nonprofit Center.

**Catering:** The Guest Organization is responsible for arranging catering services, set up and removal of all food. All trash must be removed and placed in the proper outside receptacles. The time for set up, clean up and catering must be included in total time reserved.

**Local Caterers:** For consistency in service, below is contact information for four (4) local caterers. Guest Organizations are not limited to these suggestions and may choose a different caterer at their discretion.

**DJ's Catering**

2784 Johnson Drive Ventura, CA 93003  
(805) 850-0194  
[www.djscatering.com](http://www.djscatering.com)

**Marie Calendar's**

185 East Daily Drive Camarillo, CA 93010  
(805) 987-5580  
[www.mariecallenders.com](http://www.mariecallenders.com)

**Panera Bread Company**

640 Ventura Boulevard Camarillo, CA 93010  
(805) 484-1414  
[www.panerabread.com](http://www.panerabread.com)

**Corner Bakery Café**

111 S. Westlake, Thousand Oaks, CA  
(805) 496-6993  
[www.cornerbakerycafe.com](http://www.cornerbakerycafe.com)

The User must be physically present to accept all catering deliveries and is responsible to pay the bill in full upon delivery. It is the responsibility of the Guest Organization to supply any and all paper goods, knives/forks, cups, napkins and serving utensils. All left over food and garbage must be disposed of in outside trash receptacles prior to leaving the building. Any garbage and/or food left in the room(s) will trigger a clean-up fee and a charge will be automatically assessed by the Building Services Coordinator.

**Appliances:** Microwaves are prohibited from use in meeting rooms and staging kitchen. No exceptions. All appliances with open coils or exposed heating elements are also prohibited. These include, but are not limited to: convection ovens, toasters, toaster ovens, hot plates, electric frying pans, grills, cup-type immersion heating coils, space heaters, etc.

**Technology, A/V:** Guest organizations are responsible for all equipment in the room and agree to replace equipment if it is damaged or removed during or immediately after their usage. Any damage to equipment will be the responsibility of the User. No exceptions.

**Smoking Policy:** Smoking is not permitted inside the building. Smokers must be at least 25 feet away from any establishment entrances or exits and operable windows.

**Alcohol Consumption on the Premises:** The Guest Organization may provide alcoholic beverages (wine and/or beer only) for evening or weekend events. Guest organizations must provide proof of liability insurance to cover such activities before scheduling meetings/events that include alcoholic beverages. The VCCF Nonprofit Center and VCCF must be explicitly named as an Additional Insured (AI) on the Guest Organization's liability insurance OR the Guest Organization must attach the wording of their existing liability insurance that grants the AI status to VCCF. NO events with alcohol service will be approved without this documentation.

**Cell Phone Use:** Cell phone use is limited to the main foyer and outside the building. The building is home to multiple organizations. Please be considerate and limit noise in hallways and shared spaces.

**Wireless Access:** Wireless access codes may be requested in advance of each event.

**Damage:** Any damages, spills, etc. should be reported immediately to the VCCF Nonprofit Center Building Services Coordinator. Any and all damage is the sole responsibility of the Guest Organization. Groups leaving any space in poor condition may be charged for the cleaning of the facility and may be denied future use. This includes all staging areas, kitchens and restroom facilities.

**Hold Harmless:** Guest Organization shall hold harmless and indemnify VCCF against any penalty, damage or charge imposed for any violation of any laws, ordinances, regulations, permits and approvals occasioned by Guest Organization including, but not limited to, injury to or death of any person or persons and injured property arising out of any accident or other occurrence on or about the premises which arises out of or is caused by the negligence or omission of Guest Organization, its agents, employees, servants, guests or invitees, or any failure of the Guest Organization in any respect to comply with and perform the requirements and provisions of this Agreement.

<b>* Eligible Users</b>	<b>* Ineligible Users</b>
501(c)(3) Nonprofit Organizations in Ventura County	501(c)(4) – civic leagues, local associations 501(c)(5) – labor, agricultural and horticultural organizations 501(c)(6) - business leagues, chambers of commerce, home owner associations 501(c)(7) – social clubs 501(c)(8) – fraternal societies
Public sector organizations, groups or departments of city, county or state government	Unincorporated organizations
Collaborative associations where the majority of attendees are from 501(c)(3) Nonprofit Organizations	For-profit enterprise, businesses and corporations
School and education-related programs that are not convened by for-profit corporations	Political campaigns or advocacy organizations that are raising money for or promoting specific legislation or partisan political candidates.