



C3 CENTER EVENT RESERVATION GUIDELINES AND PROCEDURES

The Community Foundation of Greater Des Moines is pleased to offer meeting space at the C3 Center for nonprofit organizations. The C3 Center is intended to support the ongoing work of the Community Foundation and its tenant partners and may be utilized for standard event rentals by other nonprofit and mission-aligned organizations as availability allows. Standard events include, but are not limited to, meetings, presentations, panel discussions, strategic planning retreats, and educational events. The C3 Center is not available for private parties, religious events, political events, fundraisers, or events that charge admission fees or the sale of goods, services or alcohol.

The Community Foundation reserves the right to review all rental requests and may decline event requests if all campus and rental needs cannot be accommodated.

Community Foundation of Greater Des Moines Mission and Values

The Community Foundation of Greater Des Moines improves quality of life for all by promoting charitable giving, connecting donors with causes they care about and providing leadership on important community issues.

The Community Foundation believes that we are better together. To that end, we respect and value the diversity of our community and the importance of creating an inclusive environment. Our community includes people of all ages and abilities, creeds and religions, cultures, ethnicities, gender identities, national origins, races, sexual orientations, and socioeconomic backgrounds. To pursue our mission, we will embrace our diversity, create opportunities for equity, commit ourselves to fairness, and promote inclusion of all people.

All Community Foundation employees, vendors, and agents must be treated respectfully and fairly. Disrespectful or discriminatory conduct by representatives of the Host Organization and/or its vendors may lead to permanent loss of use of Community Foundation facilities.

Frequency of Space Use

Each organization can book the facility up to six (6) times per calendar year. Exceptions may be made on a case-by-case basis.

Hours of Operation and C3 Center Security

Event space is available Monday through Thursday from 8 am to 5 pm and Friday from 8 am to 4 pm during the C3 Center operating hours. Events must vacate the C3 Center by 5 pm Monday-Thursday and 4 pm on Friday. Overtime fees will be assessed for events remaining past closing time.

The C3 Center is a secure facility and must remain locked at all times. The front door can be unlocked, with supervision, for guest arrival. All doors must be secured while events are taking place.

Payment

All event bookings must be paid in full to secure the reservation on the C3 Center calendar. A Community Foundation staff member will provide an invoice and payment information at the time of the reservation approval.

The C3 Center Room Request form, full payment and signed agreement must be submitted to the Community Foundation within 48 business hours upon receipt of the invoice. If the form has not been submitted and payment has not been received by the date specified, the Community Foundation reserves the right to release the event date. Please review the Room Guide for pricing.

Announcements

Notices, invitations, or calendar invites in connection with the use of the C3 Center should include the full name and address of the Community Foundation:

Community Foundation of Greater Des Moines
C3 Center
1910 Ingersoll Avenue
Des Moines, IA 50309

Please do not include the Community Foundation's telephone number as we are unable to provide information to the public about your event. If attendees have questions about the space, they should contact the Host Organization who can contact the Community Foundation staff if necessary.

Parking

Parking is available on the west side of the C3 Center, along Ingersoll Avenue and surrounding side streets, and in the Community Foundation lot southwest of the C3 Center (west of the Finkbine at 1915 Grand Avenue). Parking on the east side of the C3 Center (where the mural is located) is **not** allowed. Any vehicles parked on the east side are subject to be towed at the vehicle owner's expense. Please communicate this with all attendees.

Catering & Alcohol

The Community Foundation does not have a list of preferred caterers. You may use any caterer of your preference; however, we encourage you to support local Greater Des Moines businesses.

The C3 Center has a full kitchenette available for food service with a large center island for food presentation/buffet line. Please keep in mind this is an open kitchen shared with staff and tenant partners. If you wish to have a private food experience for your event, food and beverages can be set up in the meeting room as counter space allows.

Alcoholic beverages may be served at events at the Campus and C3 Center. No alcohol sales are allowed. Host Organization must provide a certificate of insurance prior to the event to be allowed to serve alcohol. If a catering vendor is being utilized for alcohol needs, the vendor would be required to provide a certificate of insurance. All certificates of insurance must list the Community Foundation as an additional insured.

The Community Foundation does not provide cups, condiments, dishes, glassware, silverware, linens, napkins, etc. These items must be provided by the Host Organization.

The Community Foundation encourages organizations to donate any leftover food to a local nonprofit organization. Eat Greater Des Moines is a local nonprofit that connects you with community fridge locations in the metro area. Please visit their website <https://www.eatgreaterdesmoines.org/donate> to view their community fridge drop-off locations. Another close drop-off location includes Central Iowa Shelter & Services (CISS).

Set-up and Clean-up

Each reservation will include 30 minutes prior to and after the event for any set-up and clean-up needs. If extra time is needed, it is the responsibility of the Host Organization to request the appropriate amount of time during the reservation process. Please be respectful of other events on the calendar and in the C3 Center.

The Host Organization may reconfigure tables and chairs in the rooms to accommodate the event. All rooms must be returned to the prior set-up configuration unless notified otherwise. See the Room Guide for examples of various configurations.

At the end of the event, the meeting space should be left in the same condition as when the Host Organization arrived to be ready for the next event. The Host Organization must take trash to the dumpster located at the north side of the Community Foundation parking lot (west of the Finkbine at 1915 Grand Avenue). Cleaning spray and cloths will be provided in the room for wiping off the tables/counters.

Damage and Cleaning Expenses

In the event of damage to C3 Center rooms and/or equipment, the Host Organization is responsible for reimbursing the Community Foundation for the cost of cleaning or repairs. The Community Foundation will provide the Host Organization with a receipt for any cleaning and/or repairs which must be paid within 10 days.

Audio/Visual Services

Rooms are equipped with technology for audio and visual presentations with the ability to screenshare. See Room Guide for a list of all technology and accessories included for use.

Rooms have virtual meeting capabilities if requested. The Community Foundation does not provide log-in information for virtual meeting accounts. Host Organizations must use their own log-in credentials for virtual meetings (Zoom, Teams, Skype, etc.).

Recording

Audio and video recording at an event is allowed. Filming throughout the Campus and C3 Center (outside of the reserved training space) must be pre-approved by the Community Foundation.

By attending an event at the C3 Center the Host Organization acknowledges they and their event attendees are entering an area where the Community Foundation or its agents may photograph or

record audio and/or visuals. By entering the event premises, you consent to such recording media and its release, publication, or reproduction.

Decorations

No items of any kind may be affixed to walls. The host organization must provide their own easels, whiteboards, flip charts, markers, etc.

All decorations must be removed by the Host Organization upon completion of the event. Any cost incurred by the Community Foundation for the clean-up or removal of event-related materials will be charged to the Host Organization. The Community Foundation is not responsible for any materials left on the premises after the event.

Cancellation/Reschedule Policy

~~A fee of 50% of the rental fee will be assessed if the event is cancelled. Any cancellations made five (5) business days or less before the reservation will not be refunded.~~

The Community Foundation will bear no financial responsibility for any disruption that may occur due to facility emergencies or unanticipated events beyond its control.

Inclement Weather

The Community Foundation reserves the right to close the Campus and C3 Center or revise business hours in the case of inclement weather conditions such as ice, snow, freezing rain, etc. Community Foundation staff will contact the Host Organization's lead contact via phone call or text message if inclement weather will impact a scheduled event.

Candles and Open Flames

No open flames are permitted in any form.

Smoking Policy

The Community Foundation Campus and C3 Center is a smoke-free facility. Smoking and vaping are not permitted inside or outdoors on the Community Foundation Campus.

Animals or Pets

No animals or pets are permitted in the building other than guide or service dogs.

Check-in and Check-out Procedures

A Community Foundation staff member will meet you at the front door at your designated arrival time to welcome you to the C3 Center, provide you facility information and show you around the reserved space. At the end of the event, the Host Organization's representative must complete a walk-through with the Community Foundation staff prior to departure.

Organizational Accountability, Indemnification, and Release of Liability

To the fullest extent permitted by law, the Host Organization shall indemnify and hold harmless the Community Foundation of Greater Des Moines, its Board of Directors, officers and consultants, agents and employees from and against any and all actions, claims, lawsuits, damages, losses, expenses, and liability for death, injury or alleged injury to any person, including but not limited to attorneys’ fees, which arise in any manner, or are alleged to have arisen, from the acts, omissions or wrongful conduct of the Host Organization in connection with Host Organization’s occupancy or authorized or unauthorized use of the Foundation’s campus.

Commitment

All pages and sections of the C3 Center Room Reservation Guidelines and Procedures have been read in their entirety. The signature below is a promise and commitment that all procedures and guidelines listed will be followed. I understand that if any guidelines or procedures listed above are not followed, the Host Organization may be responsible for extra fees and/or permanent loss of use of Community Foundation Campus and C3 Center.

Host Organization

Organization Street Address

Host Organization Representative Name and Title

City, State, and Zip Code

Representative Direct Phone Number

Representative Email Address

Signature

Date

Community Foundation Representative Signature

Date