



**Debi Bisgrove**  
**Community Philanthropy Center**

**Reservation Kit**

**2201 East Camelback Road, Suite 405B**  
**Phoenix, AZ 85016**  
**(602) 381-1400 | [www.azfoundation.org](http://www.azfoundation.org)**

Thank you for your interest in using the Arizona Community Foundation's Debi Bisgrove Community Philanthropy Center for your event or meeting. This kit includes all of the information you need to reserve your meeting space, and provides information about the expectations we have for proper facility usage.

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## **Qualifications for Use**

Qualified nonprofit organizations and donors with a fund at ACF may host strategic planning meetings and training workshops in the Arizona Community Foundation's Debi Bisgrove Community Philanthropy Center, subject to space and date availability and appropriateness of the intended use. Qualified nonprofit organizations are those functioning within the Community Foundation's specific areas of interest.

Organizations may request to use the entire Center or either the north or south half of the Center, if the space is available and the usage does not conflict with activities already scheduled. The Arizona Community Foundation reserves the right to deny room usage to any organization or group.

## **Availability**

The Debi Bisgrove Community Philanthropy Center is available and reserved on a first-come, first-served basis. Reservations can be made three months in advance of proposed meeting date. The Center can accommodate groups up to 100 when used in full, and can be divided in half with a removable wall to accommodate two groups of up to 50 (North) and 50 (South) guests on each side.

Organizations are required to pay a **\$25 cleaning fee** each time the space is utilized in order to help us maintain a high-quality facility. This fee is due once the reservation is confirmed.

The Arizona Community Foundation's Debi Bisgrove Community Philanthropy Center is available for use by qualified nonprofit organizations between 8:30 a.m. and 5:00 p.m. on weekdays.

## **Appropriate Uses**

Typical uses of the meeting facilities include strategic planning and training retreats for nonprofit boards and staff, goal-setting conferences, communications workshops, and joint planning or collaborative efforts among nonprofits and community organizations. The facilities may also provide a neutral meeting venue for nonpartisan discussion and presentation of policy-making options and issues around civic engagement. Other appropriate uses may include lectures, panel or small group presentations, and classroom-style educational workshops.

## **Inappropriate Uses**

- Fundraising events or events at which an admission fee is charged at the door, or where products are sold or auctioned;

- Partisan group meetings or sessions designed to promote a partisan purpose;
- Regularly scheduled meetings of an organization’s board or committees;
- Private or family events such as weddings and anniversaries.

## Reserving a Conference Room

To request usage of the Debi Bisgrove Community Philanthropy Center, please go to our Web site at [www.azfoundation.org](http://www.azfoundation.org). Hover over the “about” tab that will bring up a drop down menu. Then select “contact us and directions”. On this page, on the left hand side of the window, click “Request a Meeting Space” from the list. Complete the online form with basic information about your event, and your request will be reviewed and either approved or declined within 48 hours. Approval of your initial request places a temporary hold on the room for your meeting; however, **your reservation is not considered confirmed until this Reservation Kit is completed and all of the signed documentation and fees are received by the Arizona Community Foundation.**

## Rooms & Accessories

**Audio-Visual Equipment Usage and Set-up:** If audio-visual equipment is required for the meeting, the Organization’s representative should arrive 30 minutes to one hour prior to the meeting’s start time to review the set-up and use of the requested equipment with a Community Foundation staff member. Items for projection may be shown from your laptop computer or an external drive, or you may email documents at least 24 hours in advance to Marisa Voiland at [mvoiland@azfoundation.org](mailto:mvoiland@azfoundation.org)

If the Organization’s representative has used the requested equipment more than once, the review session may be waived, as long as the representative can display working knowledge of the equipment.

**Conference Rooms and Accessories Available:** Conference rooms are designed to host gatherings that will require tables and chairs. Please select a room that will accommodate your meeting size and needs:

### Full Debi Bisgrove Community Philanthropy Center

Capacity: Up to 100, depending on configuration:

- ❖ U-shaped: up to 40 guests
- ❖ Square/board room: up to 40 guests
- ❖ Classroom style: up to 80 guests
- ❖ Theatre style: up to 100 guests

- West and south-facing window views
- Projection unit with two drop-down screens
- Laptop hook-up
- Telephone (for local or toll free calls only)
- Podium
- Easel (Organization must provide flip-chart paper)
- Ceiling-mounted microphones for conference calls
- Ceiling-mounted video camera for screen projection
- Lavalier microphones
- Handheld microphones
- Free wireless internet connection

### **Debi Bisgrove Community Philanthropy Center – North**

Capacity: Up to 50, depending on configuration:

- ❖ U-shaped: up to 25 guests
  - ❖ Square/board room: up to 30 guests
  - ❖ Classroom style: up to 40 guests
  - ❖ Theatre style: up to 50 guests
- 
- West facing window views
  - Projection unit with one drop-down screen
  - Laptop hook-up
  - Telephone (for local or toll free calls only)
  - Podium
  - Easel (Organization must provide flip-chart paper)
  - White board
  - Ceiling-mounted microphones for conference calls
  - Ceiling-mounted video camera for conference calls
  - Lavalier microphone
  - Handheld microphone
  - Free wireless internet connection

### **Debi Bisgrove Community Philanthropy Center – South**

Capacity: Up to 50, depending on configuration:

- ❖ U-shaped: up to 25 guests
  - ❖ Square/board room: up to 30 guests
  - ❖ Classroom style: up to 40 guests
  - ❖ Theatre style: up to 50 guests
- 
- South facing window views
  - Projection unit with one drop-down screen
  - Laptop hook-up
  - Telephone (for local or toll free calls only)
  - Podium
  - Easel (Organization must provide flip-chart paper)
  - White board
  - Ceiling-mounted microphones for conference calls
  - Ceiling-mounted video camera for conference calls
  - Free wireless internet connection

## **Preparing For Your Meeting**

If this is an Organization's first time using the center, they are encouraged to perform a site visit at least 15 business days prior to their meeting date. The purpose of the site visit is to ensure the Center will meet the Organization's needs and to give the Organization's representative an overview of the building and technology.

Since some meetings will require catering and other set-up, the Community Foundation recommends that the Organization's representative arrive at least 30 minutes to one hour prior to start time for a brief orientation and to allow the Organization enough time to set up the room.

## Catering

Organizations are responsible for providing food and beverages for their guests. If needed, the Community Foundation can provide a list of preferred caterers and bartenders. The Organization is responsible for supplying ice, paper products, serving utensils and any other necessary food service items.

Food and beverages are to be placed outside the entrance to the Community Philanthropy Center on the available serving counter. All food and catering supplies must be removed at the end of the meeting.

**Please note that the kitchen and all supplies therein are for the sole use of ACF staff. Attendees of events are not allowed in the kitchen/breakroom as this room is intended for the breaks of ACF staff only.**

## Supplies

If additional chairs, tables, linens or other items are needed, it is the responsibility of the Organization to provide and pay for those items. Organizations' meetings must not incur any expense or liability to the Community Foundation (i.e., long distant phone charges, parking, etc.). If expenses are incurred, the Organization will be liable to reimburse the Community Foundation.

## Guest Parking

Parking is located in the underground employee parking garage off of Camelback road. Attendees must park on the P2 and P3 levels only, and in UNRESERVED spaces. Further parking instructions will be provided prior to your meeting date.

## Considerations

- All meetings and events must fall within ACF's office hours of 8:30am-5pm. This time frame includes set up and clean up.
- The Community Foundation does not provide room configuration or other set-up. The tables and chairs have casters and can be easily moved around the room. An hour prior to your meeting start time, your organization will have access to the room to set up. The room must be returned to a hollow square upon completion of your meeting.
- Remember to bring all items you will need for your meeting (i.e., copies of any hand-outs, notepads, pencils, pens, dry erase markers, flip-chart paper, etc.), as copying services/office supplies are not available on site.
- Since meetings are held during normal working hours for ACF staff, it is important that doors to the conference space area be kept closed. If your meeting requires a break, please take your break time in the hallway and avoid the ACF office areas.
- The Arizona Community Foundation's meeting facilities are used regularly by many different organizations. Please respect the times approved for your meeting room use and ensure that all meeting participants vacate the premises at the scheduled time.
- Please notify the Foundation of cancellations as soon as possible.

## Confirming Your Reservation

Once you have read this entire Reservation Kit, please complete the following materials, shown on pages 7-10:

- Application for Use
- Hold Harmless Agreement
- Copy of Organization's tax exemption letter issued under IRC Sec 501(c)(3)
- Certificate of Insurance naming ACF as "additional insured"
- Cleaning fee \$25.00: check made payable to Arizona Community Foundation
- Guest parking fee, if applicable

### Please fax, mail or e-mail to:

Marisa Voiland  
Meeting and Events Coordinator  
Arizona Community Foundation  
2201 E. Camelback Road, Suite 405B  
Phoenix, AZ 85016  
Fax: 602-381-1575  
Email: [mvoiland@azfoundation.org](mailto:mvoiland@azfoundation.org)

**Arizona Community Foundation's  
Debi Bisgrove Community Philanthropy Center**

*Application for Use*

**Organization Information**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Fax: (    ) \_\_\_\_\_

Are you a 501(c)3:  Yes  No

If yes, Tax ID Number: \_\_\_\_\_

*\*Please provide a copy of your IRS Letter of Determination*

Has your Organization used the Community Philanthropy Center in the Past year?

Yes (Most recent dates: \_\_\_\_\_)

No

Primary Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone (if different than above): (    ) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Phone Number: (    ) \_\_\_\_\_

**Conference Room Information**

Name of Meeting: \_\_\_\_\_

*Please ensure this is the name of the meeting that your guests will be asking for and what will be printed on the hallway signs ACF provides.*

|                                   |  |
|-----------------------------------|--|
| Date of Meeting:                  |  |
| Purpose of Meeting:               |  |
| Set-Up Time (earliest is 8:30am): |  |
| Meeting Start Time:               |  |
| End Time (latest is 4:30pm):      |  |

**Room Requested:**

Full Debi Bisgrove Community Philanthropy Center

Debi Bisgrove Community Philanthropy Center - North

Debi Bisgrove Community Philanthropy Center - South

Number of Attendees Expected: \_\_\_\_\_

*Please attach insurance certificate showing ACF as "additional insured."*

## Audio-Visual Needs

Equipment available:

- Projector
- Drop-down screen
- Podium
- Lavalier microphone
- Handheld microphone
- Easel

## Confirmation and Agreement to Terms

I/We have read and fully agree to abide by the guidelines as set forth by the Arizona Community Foundation. We agree to leave the room in the condition in which we found it and to report our departure to the receptionist during regular ACF business hours.

Organization: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ 2018  
(signature of person authorized to sign for Organization)

By: \_\_\_\_\_ Date: \_\_\_\_\_ 2018  
(signature of ACF representative)

*ACF will provide you a copy of this agreement once both parties have signed above.*

## Hold Harmless Agreement and Release of Liability

We, \_\_\_\_\_ (Organization), agree to indemnify the Arizona Community Foundation against and hold ACF free and harmless from any cause and all claims, demands, loss, damage, and expense, including attorneys' fees and other legal expenses arising out of Organization's use of the Arizona Community Foundation's facility.

### Organization also agrees:

1. That any damage to buildings, equipment or property owned by ACF, other than that due to ordinary wear and tear, will be charged to Organization. Any damage shall be reported promptly to ACF staff.
2. To assume full responsibility for injury, damage, or loss from any cause whatsoever to the person or properties of other.
3. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

The Arizona Community Foundation enters into this agreement in reliance upon the above conditions and observations of guidelines provided, and does not give the Organization the privilege of including any groups other than indicated above.

By: \_\_\_\_\_ Date: \_\_\_\_\_ 2018  
(signature of person authorized to sign for Organization)

By: \_\_\_\_\_ Date: \_\_\_\_\_ 2018  
(signature of ACF representative)