



ARIZONA  
COMMUNITY  
FOUNDATION

**Debi Bisgrove  
Community Philanthropy Center  
Reservation Kit**

2201 E. Camelback Road, Suite 405B  
Phoenix, Arizona 85016  
602.381.1400 | [azfoundation.org](http://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 our requirements and expectations.

We are eager to welcome internal and external guests back into our meeting spaces beginning July 1. Qualified nonprofit organizations may submit a reservation starting June 1. Following guidance and recommendations from the CDC and Arizona Department of Health, we will protect the health of guests and staff by utilizing the guidelines below.

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## **Seating Capacity and Guidelines**

The full Debi Bisgrove Community Philanthropy Center will be available for meetings.

The following rules apply:

- No more than 80 guests are allowed in the meeting room at a time.
- Hybrid meetings are not available.
- Meeting owners are responsible for properly sanitizing tables and surrounding surfaces at the conclusion of each meeting.

### **Qualifications for Use**

Qualified nonprofit organizations may host meetings and workshops in the Arizona Community Foundation (ACF) Debi Bisgrove Community Philanthropy Center, subject to space and date availability and the intended use.

Qualified nonprofit organizations are defined as 501(c)(3) organizations that align with ACF's mission to lead, serve, and collaborate to mobilize enduring philanthropy for a better Arizona.

Organizations may request to use the full Bisgrove Center. ACF reserves the right to deny use to any organization or group.

### **Appropriate Uses**

- Strategic planning and training retreats for nonprofit boards and staff;
- Goal-setting conferences;
- Communications workshops;
- Joint planning or collaborative efforts among nonprofits and community organizations;
- Nonpartisan discussions;
- Presentations of policy-making options and issues around civic engagement;
- Lectures, panel discussions, or small group presentations;
- Classroom-style educational workshops.

## **Inappropriate Uses**

- Fundraising events or events where an admission fee is charged, 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.

## **Availability**

The Debi Bisgrove Community Philanthropy Center is available on a first-come, first-served basis. Reservations cannot be made more than three months in advance of proposed meeting date. Qualified nonprofit organizations may only use the space once per quarter.

ACF's Debi Bisgrove Community Philanthropy Center is available for use by qualified nonprofit organizations between 8:30 a.m. and 5:00 p.m., Monday through Friday. Multi-day and weekend reservations are not available.

## **Fee**

Organizations are required to pay a **\$25 cleaning fee** each time the space is used. This fee is due as soon as the reservation has been confirmed.

## **Reserving your Meeting Space**

To request use of the Debi Bisgrove Community Philanthropy Center, please visit our website at [azfoundation.org/MeetingSpace](http://azfoundation.org/MeetingSpace). Complete the online form by providing basic information about your event. Your request will be reviewed and you will be notified of the status within 48 hours.

Approval of your initial request places a temporary hold on the room for your meeting; however, your reservation is not confirmed until a completed Reservation Kit is submitted and ACF has received all signed documentation and fees.

## **Audio/Visual Equipment Usage and Setup**

If audio/visual equipment is required for the meeting, your organization's representative should arrive at least 30 minutes and at most one hour prior to the meeting's start time to review the setup and use of the requested equipment with an ACF 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 Allan Villanueva at [avillanueva@azfoundation.org](mailto:avillanueva@azfoundation.org).

## Full Debi Bisgrove Community Philanthropy Center

### Features

- West and south-facing window views
- Projection unit with two drop-down screens
- Laptop hook-up
  - HDMI connection
- Podium
- Easel (organization must provide flip-chart paper)
- Lavalier microphones
- Handheld microphones
- Free wireless internet connection

### Preparing For Your Meeting

If this is your first time using the Center, you are encouraged to perform a site visit at least 15 business days prior to your meeting date. The site visit ensures that the Center will meet your needs and offers a preview of the space and technology.

Because some meetings will require catering and other setup, ACF requires your organization's representative to arrive at least 30 minutes and at most one hour prior to your meeting's start time for a brief orientation. The earliest you may arrive to set up is 8:30 a.m.

### Catering

You are responsible for providing food and beverages for your guests. ACF can provide a list of recommended caterers and bartenders upon request. You are also responsible for supplying ice, paper products, serving utensils, and any other necessary food service items.

Food and beverages should be placed outside the entrance to the conference room on the available serving counter. All food and catering supplies must be removed at the end of the meeting.

**Please note that the neighboring breakroom and all supplies therein are for the sole use of ACF staff. Attendees of events are not allowed in the kitchen/breakroom.**

### Supplies

If additional chairs, tables, linens, or other items are needed, it is your responsibility to provide and pay for those items. Meetings must not incur any expense or liability to ACF (e.g., long distance phone charges, parking, etc.). If expenses are incurred, you will be liable to reimburse ACF.

### Guest Parking

All guests will be required to park in the upper lot located on the southeast corner of 22<sup>nd</sup> St. and Camelback. Guests will take a parking ticket. Meeting owners should work with ACF and reception to obtain proper validation.

## Considerations

- ACF does not provide room configuration or other setup. The tables and chairs have casters and can easily be moved around the room. An hour prior to your meeting start time, your organization will have access to the room to set up. The earliest you may arrive to set up is 8:30 a.m. 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 (e.g., copies of any handouts, notepads, pencils, pens, dry erase markers, flip-chart paper, etc.), as copying services and office supplies are not available on-site.
- Because meetings are held during normal working hours for ACF staff, it is important that conference room doors be kept closed. If your meeting requires a break, please take your break in the gallery hallway and avoid the ACF office areas and breakroom.
- ACF'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 ACF of cancellations as soon as possible.

## Confirming Your Reservation

Once you have read this entire Reservation Kit, please complete the following materials on pages 6-8:

- 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 the Arizona Community Foundation

### **Please fax, mail, or email the completed Reservation Kit to:**

Allan Villanueva  
Senior Meeting & Events Coordinator  
Arizona Community Foundation  
2201 E. Camelback Road, Suite 405B  
Phoenix, AZ 85016  
Phone: 602.682.2061  
Fax: 602.381.1575  
Email: [avillanueva@azfoundation.org](mailto:avillanueva@azfoundation.org)

# Arizona Community Foundation 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 if this is your organization's first time using the space*

Has your organization used the Center in the past year?

- Yes Most recent date(s): \_\_\_\_\_
- No

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

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

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

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

Emergency Phone Number: \_\_\_\_\_

## Partner/Consultant Information

Are you partnering with any organizations or consultants in your use of the space?

- Yes
- No

If yes, please list their contact information below.

Organization/Consultant Name	Phone Number	Email Address

## Conference Room Information

Name of Meeting: \_\_\_\_\_  
*This is the name of the meeting that your guests will be provided with and will be printed on the hallway signs that ACF provides.*

Date of Meeting:	
Purpose of Meeting:	
Setup Time (earliest is 8:30 a.m.):	
Meeting Start Time:	
End Time (latest is 4:30 p.m.):	

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

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

### Audio/Visual Needs

Equipment available

- Projector
- Drop-down screen
- Laptop connection
- 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: \_\_\_\_/\_\_\_\_/2022  
(signature of person authorized to sign for organization)

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2022  
(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, \_\_\_\_\_, the "Organization," agree to indemnify the Arizona Community Foundation (ACF) against and hold the Arizona Community Foundation 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 the 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 people or property.
3. To acknowledge that they have received and read a copy of the current rules and regulations governing the use of the facility. Organization agrees that it 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 partners or consultants other than those indicated on page 8.

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2022  
(signature of person authorized to sign for the Organization)

By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/2022  
(signature of ACF representative)