

# GULF COAST COMMUNITY FOUNDATION

## Meeting Room Request Guidelines Sarasota Philanthropy Center

Gulf Coast Community Foundation is pleased to offer the use of meeting rooms as a resource to local nonprofit organizations. Our rooms can accommodate from 1 to 50 people depending on layout. See page three for maximum room occupancy guidelines.

By reviewing this agreement, I agree to the following conditions for use, as the person responsible for this group:

### Reservation Guidelines:

- Gulf Coast's meeting rooms are for the exclusive purpose of conducting Gulf Coast and non-partisan community nonprofit business needs and meetings.
- All meetings must take place **between 9:30 a.m. and 4:30 p.m.** on Mondays, Tuesdays, Wednesdays, and Fridays. Rooms are available for setup beginning at 9:00 a.m. On Thursdays, meetings must take place between **12:00 p.m.** and 4:30 p.m. Exceptions include holidays and dates designated for Gulf Coast events.
- Room requests must be submitted at least 48 hours in advance (72 hours for Monday meetings).
- Preferably, all meetings should be concluded within a two-hour time frame.
- Gulf Coast reserves the right to cancel or reschedule any meetings that conflict with Gulf Coast's business needs.

### Advance and Recurring Bookings

- To afford all our valued nonprofit partners an opportunity to use the space, rooms may be reserved no more than six months in advance.
- Recurring bookings may be booked no more than three months at a time.

### Parking:

- Please utilize the parking garage across the street, located at 1538 State St., and ensure this information is part of your invitation instructions to participants.
- The State Street parking garage allows for one hour of free parking.
- Note: prior to 10:00 a.m., parking on Floor 1 and Floor 2 of the garage is prohibited.
- Limited, free, two-hour street parking is available on the north and south sides of State Street. Be sure to pay close attention to the signage. There are a few "no parking zones." The city strictly enforces on-street parking rules.
- Please refrain from parking in the Gulf Coast parking lot adjacent to the building, which is reserved for Gulf Coast Board, donors and staff **only**.

### Gulf Coast Name and Branding

- Please refer to office locations as “Gulf Coast’s Venice Headquarters” or “Gulf Coast’s Sarasota Philanthropy Center.”
- Any materials which publicize Gulf Coast’s name and location must receive approval prior to printing. Please send files to [abarnsley@gulfcoastcf.org](mailto:abarnsley@gulfcoastcf.org) and [kcarlstein@gulfcoastcf.org](mailto:kcarlstein@gulfcoastcf.org) for approval. Handwritten signs may not be utilized.

### Conditions of Use:

- By completing a request, Gulf Coast expects that at the conclusion of any meeting, the room reserved will be returned to the condition in which it was found. Tables and chairs will be in their original positions, AV equipment returned to its original settings, and materials and trash will be disposed, etc.
- Although meeting room space is offered free of charge, in the event of damage to the room or equipment, it is Gulf Coast’s expectation that the host organization will be responsible for reimbursing, replacing, repairing, and/or cleaning any items not in original working order.
- Gulf Coast meeting rooms are well-equipped with technology; however, Gulf Coast does not have an onsite IT service provider. **Please convey your IT needs when reserving the room and ensure you are able to set up and operate all technology independently during your meeting.**
- For cybersecurity purposes, Gulf Coast prohibits the connection of external devices (USB thumb drive, etc.) to our televisions or IT equipment.
- For presentations, laptops may be connected wirelessly or through an HDMI cable.
- Gulf Coast does not provide refreshments. If you plan to provide refreshments, please ensure you will be onsite to accept delivery and set up, and ensure removal of all trash from the premises upon conclusion of the meeting. Alcoholic beverages are not permitted.
- Gulf Coast presumes that all organizations hosting meetings will uphold high ethical standards and will not discriminate based on race, color, religion, sex, sexual orientation, age, national origin, disability, gender reassignment, belief, marriage and civil partnership, or pregnancy and maternity.

To request a meeting room, please fill out the form located on [www.GulfCoastCF.org/roomrequest](http://www.GulfCoastCF.org/roomrequest) and a member of our team will contact you within 24 hours.

The requesting group agrees to indemnify, defend, and hold harmless Gulf Coast and any agent or employee of Gulf Coast from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion arising out of the group's use of Gulf Coast facilities as detailed above.

#### Room Occupancy

Room	Maximum Occupancy	
	<i>with tables and seating</i>	<i>no tables; chairs only</i>
Room 1	28	49
Room 2	22	40
Rooms 1 and 2 combined	49	99
Room 3	22	40