



The Centre at Wiregrass Foundation Reservation Form

Thank you for contacting Wiregrass Foundation to reserve *The Centre at Wiregrass Foundation* for your upcoming event. Our staff is dedicated to providing this space to non-profit groups that share in our mission. Please complete the Reservation Form and forward to Wiregrass Foundation via (amber@wiregrassfoundation.org), or fax to 334-699-2472. (The form must be printed/scanned to submit via email.) **Organizations are required to submit proof of nonprofit status (IRS Determination Letter) with your Reservation Form.**

Contact Name: _____

Organization: _____

Mailing Address: _____ Phone: _____

Contact E-Mail Address: _____

Date(s) time(s) of Event: _____

NOTE: YOUR ROOM IS NOT BOOKED UNTIL YOU HAVE RECEIVED OUR CONFIRMATION.

Name of Event: _____ Expected # of People: _____

Room Set Up: The following room setup accommodations are available (see attached diagrams):

- Auditorium (Seats 85 including head table)
- Classroom (Seats 56-60 plus head table)
- U-Shape (Seats 20 plus head table)
- Reception (100-125 Standing)

Equipment Available on Request (Please check all equipment that will be required):

Projector Microphone Flip Chart Podium

Laptop (equipped with viewers for Power Point, Excel, Word, Adobe and Internet)

It is the responsibility of the group using the meeting room to have all AV and furniture set up prior to the scheduled meeting. Limited assistance is available from Wiregrass Foundation for equipment/set up assistance.

A janitorial fee of \$50 may be required for events of 50 people or more. Any damage to Wiregrass Foundation property will be billed to the user.



GUIDELINES

It is our desire to be good hosts as well as good stewards of this property so we may preserve it for future community use. Wiregrass Foundation reserves the right to deny requests for building usage and to waive certain fees. Meeting room information and guidelines are as follows:

ROOM SET UP:

The Centre's furniture is easily adaptable to various configurations from auditorium to teaming environments. Please check with the foundation prior to your scheduled meeting to see if the current set up meets your needs, or if it should be changed. It is your responsibility for set up for your meeting. All unused furniture should be stored in the storage room adjacent to The Centre. It is the responsibility of the group using the meeting room to have all AV and furniture set up prior to the scheduled meeting. Due to staffing, limited assistance is available from Wiregrass Foundation.

The following are suggested room configurations for your meeting (see attached diagrams):

- Auditorium (Seats up to 85 including head table)
- Classroom (Seats up to 56-60 plus head table)
- U-Shape (Seats up to 20-30 plus head table)
- Reception (100-125 Standing)

SCHEDULING:

- Reservations must be made at least one week in advance and no more than 6 months in advance to insure your reservation. Schedule your reservation to include adequate time for set up of furniture, required audio/visual, and clean up after your meeting.
- The requester is expected to adhere to the stated purpose of the meeting and to conduct it accordingly.
- All notices, petitions, and publications must have prior approval of Wiregrass Foundation. Press releases and meeting room notices must comply with description as listed on the Reservation Form.
- **Prior approval must be obtained** for meetings scheduled beyond Wiregrass Foundation's normal office hours of Monday – Friday, 8:00 a.m. – 5:00 p.m.
- **PLEASE WAIT FOR A CONFIRMATION PRIOR TO ANNOUNCEMENT OF MEETING. COMPLETION OF THE RESERVATION FORM DOES NOT AUTOMATICALLY BOOK THE ROOM.**

CATERING:

If outside catering is used, you are responsible for facilitating the delivery, set up and clean up by the caterer. Counter space and additional tables are available for set up but are not adequate for food preparation. Coffee, bottled water, soft drinks, and disposable items such as plates, cups, napkins and utensils are available for small groups. It is your responsibility to provide these supplies for groups of 50 or more. All food must be delivered through the west entrance, and set up only in The Centre.

SERVICES INCLUDED:

The meeting room is equipped with tables, chairs, easels, screen, and projector, sound system with microphone, extension cords and access to the public restrooms. A phone is available in the main lobby for local calls.

ROOM MAINTENANCE:

If janitorial services are not utilized (groups less than 50), the following tasks are the responsibility of the user:

- Wash all dishes used including thermal coffee pots, serving dishes, etc. and return to cabinets.
- Wash all tables and kitchen counters with a damp, soft cloth and dry surface completely (spray solution and cloths provided).
- Brush off chairs with a dry, clean cloth.
- Vacuum carpet if needed.
- Empty all waste receptacles into the dumpster located at the rear of the building.
- Insure all AV equipment is turned off and theater screen is returned to ceiling position.

MISCELLANEOUS:

- Do not use candles or glitter.
- The use of nails, tape, glue, thumbtacks, or adhesive on the walls, ceiling, doors, and door frames for attaching materials is strictly prohibited. This will result in a user maintenance fee.
- Alcohol is prohibited on the premises.
- No signs will be placed in any windows or outside the building. A stand-up lobby sign is available for meeting announcements and accommodates printed documents 10" wide x 13" high.
- No access is allowed to administrative offices of Wiregrass Foundation without a Foundation staff escort.
- No commercial sales.
- This is a smoke-free environment.

KEYS/SECURITY:

Wiregrass Foundation's building is secured using a proximity card access system. The front door to the building will be open during the times of the event. If required, the contact person for the event may be given a temporary access card and be responsible for being in the facility while the building is accessible to the public.

CANCELATION:

Cancellations must be received 2 business days prior to the event and can be sent via email to amber@wiregrassfoundation.org or by calling the Foundation office. Failing to cancel the reservation within a reasonable amount of time may result in the loss of future privileges.

Scheduling forms and guidelines are available at www.wiregrassfoundation.org

Wiregrass Foundation

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(334) 699-1031 Office

(334) 699-2472 Fax