

## Community Conference Center Use Guidelines

The Sato Family Nonprofit Center has one conference room available for use by nonprofit organizations. The Community Conference Center (CCC) is in the offices of the Napa Valley Community Foundation (NVCF) at 3299 Claremont Way, Suite 2, Napa, CA.

### Use of Community Conference Center:

The CCC is available at no charge to 501(c)(3) public charities in Napa County, local public agencies and local affiliates of national public charities for activities such as Board meetings, staff trainings and community conversations. Private parties, religious services, fundraisers, political activities, sales solicitations, etc., are not permitted.

### Hours:

The CCC is available during the normal business hours of the Napa Valley Community Foundation, Monday - Friday, 9:00 a.m. to 5:00 p.m. Meetings must end no later than 5:00 p.m.

### Scheduling:

Please email NVCF at [conference@napavalleycf.org](mailto:conference@napavalleycf.org) to check availability and temporarily reserve the CCC, then complete and return a Reservation Request Form (page 5 of this document) via email to confirm your use of the facilities. Your temporary reservation will be held for two days, after which time it will be cancelled unless a completed Reservation Request Form is received. You may request a reservation up to 30 days in advance, and no later than 5 business days in advance, of your event. Please note that requests for use of the CCC made more than 30 days in advance of any event date will not be accepted.

Organizations are responsible for ensuring that meetings conclude by the time indicated on the reservation form. Please allow enough time for set up/clean up when making your reservation. The CCC is not available before the start time of your reservation, and NVCF does not have sufficient lobby space to accommodate your group if you arrive early. Please be advised that NVCF is not able to provide staff to help with room setup or cleanup.

Groups who wish to reserve the CCC for multiple meetings may do so on a space-available basis; but no organization may have more than six meetings scheduled at any given time (i.e., during any particular month). In our attempt to make the facilities available to as many groups as possible, each organization will be limited to 12 events in any given year, unless given the express prior permission of NVCF. Scheduling priority is given to tenants of the Sato Family Nonprofit Center.

### Cancellation/No Show:

If you need to cancel a reservation, please send us an email at least 24 hours in advance. Not showing up for meetings may result in loss of meeting room use privileges.

***NVCF reserves the right to refuse use of the room to any group. NVCF may cancel or suspend permission to use the CCC granted to any organization violating these rules and regulations or for any reason including the need to schedule the CCC for NVCF or Sato Family Nonprofit Center tenant-related functions.***

### Capacity:

50 people seated at tables or a maximum of 75 people standing at a reception-style event.

**Alcohol Policy:**

Organizations may serve but cannot sell alcohol. Anytime alcoholic beverages are being served, the organization reserving the CCC is required to provide the Foundation **proof of host liquor liability insurance** with no less than \$1,000,000 in limits naming the Foundation, its Board of Directors, and staff as additional insureds. A copy of the Insurance Coverage must be submitted to NVCF one week prior to the event.

**Cleaning:**

The "Community Conference Center Cleaning Checklist" is posted in the CCC. It is your responsibility to complete all the items on the checklist prior to leaving the facility. It also is your responsibility to allow time for setup and cleanup when considering your reservation start and end times. NVCF is not able to provide staff to help with room setup or cleanup. Cleaning supplies are available for your use and are stored in the A/V cabinet on the south wall of the CCC.

**Conference calls:**

Telephone and conference lines are not available in the CCC, but use of personal cell phones for this purpose, or use of Skype or similar services, is permitted.

**Damages:**

Organizations are financially liable for any damages to NVCF property, including the facility or equipment, solely as set forth in the Reservation Request Form, as well as any cleaning costs as assessed and determined by NVCF.

**Parking:**

Limited parking is available at the Sato Family Nonprofit Center on a first-come, first-served basis. Please consider suggesting that your meeting attendees carpool, use public transportation and/or walk or bike as the Sato Family Nonprofit Center is located on a regular bus route and is near the Napa bike path.

**Thermostat:**

Our thermostat is programmed to keep the room between 70 and 74 degrees. Please do not change the thermostat. If you are not comfortable, please consult NVCF staff.

**Equipment:**

Please schedule an appointment to visit the facility a few days prior to your event if you are unfamiliar with the equipment you plan to use. NVCF staff will not be available during your meeting/event to provide audio-visual assistance, or assistance with tables or chairs. CCC equipment includes:

- Projector
- Wireless remote (for use with your laptop when making presentations via projector)
- 60" Television
- Blu-ray/DVD player
- Access to Wi-Fi (Wi-Fi password is posted in the CCC)
- 36 rolling chairs + 15 additional chairs
- 15 tables (ten 6-foot tables; five 4-foot tables)

**Food in the Area:**

- Safeway
- Starbucks
- Frida's Mexican Grill
- Whole Foods
- Trader Joes
- Peet's Coffee & Tea
- BarBersQ (A.K.A. The Q Restaurant and Bar)
- Kitchen Door @ Oxbow
- Heritage Eats
- Villa Corona
- Genova Delicatessen
- Panera Bread
- Chipotle
- Habit Burger
- Golden Bagel Café
- C Casa @ Oxbow

**Supplies:**

Organizations are responsible for bringing any needed supplies for meetings/events such as: easels and paper, markers, copies, laptops, food, beverages, utensils, plates and cups. NVCF cannot provide bottled water, secretarial or administrative assistance during your meeting or make copies.

**General Rules:**

- Please check in with NVCF staff when you arrive.
- No smoking within 30 feet of the building, including all walkways/entrances.
- Please keep the interior doors to the conference room closed at all times to reduce noise in the hallway and adjacent offices.
- Please ask your guests to enter through the exterior doors of the CCC to minimize disruption to the adjacent offices.
- No signs, working papers or posters may be attached to the walls of the CCC with tape, tacks or other materials. Post-it style flip chart paper may be temporarily adhered to the walls of the CCC during your meeting.
- Tables and chairs in the CCC may be moved, but need to be returned to original positions, per the "Community Conference Center Cleaning Checklist"

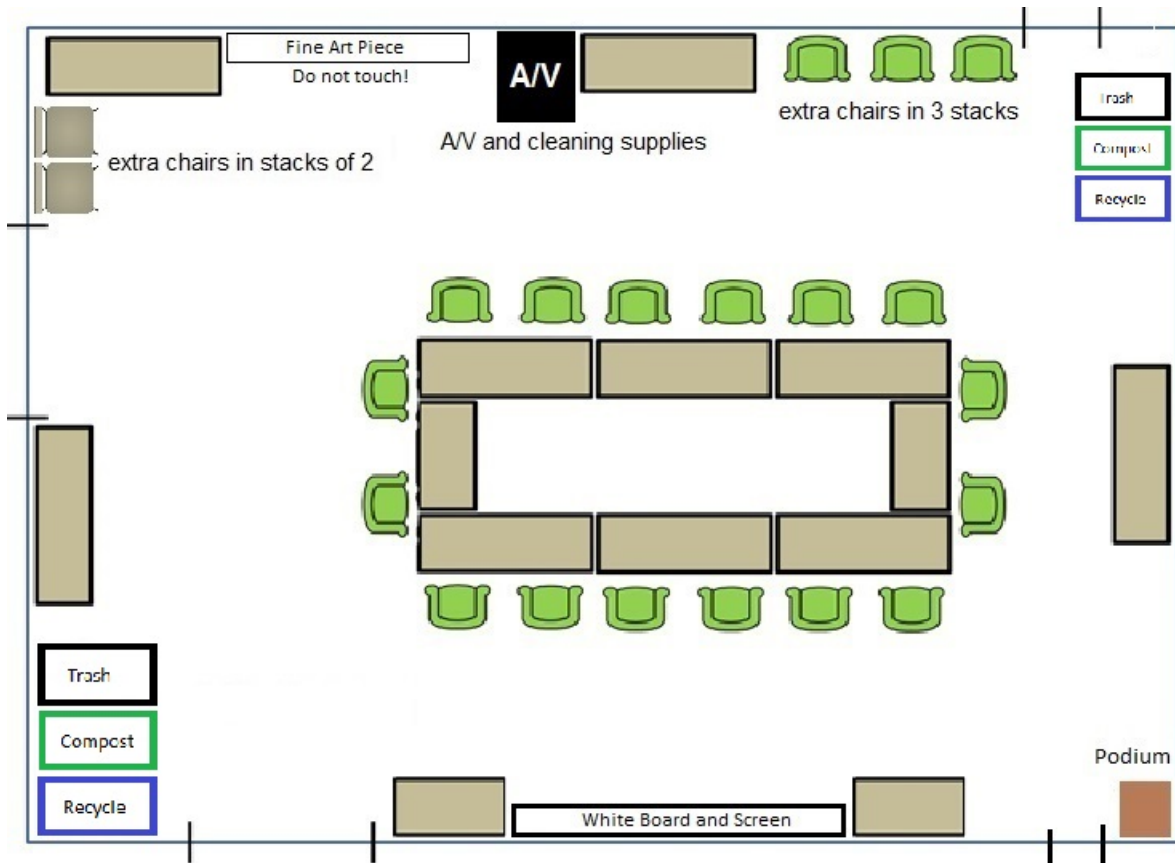
**Reservation Process:**

- Email the Napa Valley Community Foundation (NVCF) to check availability and temporarily reserve the Community Conference Center (CCC) before completing this form.
- To confirm your reservation, submit a completed Reservation Request Form via email [conference@napavalleycf.org](mailto:conference@napavalleycf.org).
- The CCC is available Mon-Fri, 9 a.m. to 5 p.m. You may request a reservation up to 30 days in advance, and no later than 5 business days in advance.
- If you are requesting multiple meeting dates, please submit one form for each day. No organization may have more than six meetings scheduled at any given time or more than 12 meetings per year.

Community Conference Center (CCC) at The Sato Family Nonprofit Center  
Napa Valley Community Foundation (NVCF)  
3299 Claremont Way, Suite 2, Napa, CA  
Phone: (707) 254-9565 Fax: (707) 254-7955  
Email: [conference@napavalleycf.org](mailto:conference@napavalleycf.org)

## Community Conference Center Cleaning Checklist

- Put all trash and recyclables in designated containers
- Remove all food and catering supplies
- Wipe down table tops with cleaning supplies provided in AV cabinet
- Turn off all equipment and return it to the AV storage cabinet
- Turn off all lights
- Make sure that the exterior doors are closed and locked using the “hex” key hanging from the door.
- Please do not leave until all your guests have left
- Arrange tables and chairs in the configuration below (6 long and 2 short with 16 chairs):



## Reservation Request Form

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

Contact Person: \_\_\_\_\_

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

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

Meeting/Event Name: \_\_\_\_\_ Approx. Number Attending: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Meeting Time (start – end): \_\_\_\_\_

**30 minutes before and after will be scheduled into your reservation for setup and clean up.**

**\*REQUIRED** – Please initial each of the following, which state that your organization understands its responsibility for this reservation:

\_\_\_\_\_ **Qualified User:** Your organization is a 501(c)(3) public charity or public agency. EIN # \_\_\_\_\_

\_\_\_\_\_ **Setup:** Your organization is responsible for setting up furniture and equipment to suit your needs.

\_\_\_\_\_ **Equipment:** Please check all that apply. Your group will use the following items and will schedule an appointment prior to your meeting if you are unfamiliar with any of the equipment you plan to use:

- Projector
- Wireless remote (for use with your laptop when making presentations via projector)
- Television
- Blu-ray/DVD player

\_\_\_\_\_ **Supplies:** Your organization is responsible for bringing any needed supplies such as: easels and paper, markers, copies, laptops, food, beverages, utensils, plates and cups.

\_\_\_\_\_ **Cleaning:** Complete all of the items on the Community Conference Center Cleaning Checklist posted in the room prior to leaving the Sato Family Nonprofit Center.

\_\_\_\_\_ **Alcohol:** If you plan to serve alcohol, your organization shall provide NVCF with proof of host liquor liability insurance one week prior to the event, with no less than \$1,000,000 in limits naming the Foundation, its Board of Directors, and staff as additional insureds.

**YES, our group will be serving alcohol**     **NO, our group will not be serving alcohol**

\_\_\_\_\_ **Smoking Policy:** No smoking within 30 feet of the building, including all walkways and entrances.

\_\_\_\_\_ **Damages:** Your organization is financially responsible for any damages to NVCF's property, including its facility or equipment, as well as any cleaning costs as determined by NVCF.

\_\_\_\_\_ **Cancellations:** Call or email NVCF at least 24 hours in advance to cancel.

***I have read the "Community Conference Center Use Guidelines" and, on behalf of the organization named above, my organization agrees to indemnify, defend and hold harmless the Napa Valley Community Foundation and any agent or employee of the Napa Valley Community Foundation from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operation performed by said group on (Date) \_\_\_\_\_.***

Signature and printed name: \_\_\_\_\_

Form Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_