

## Community Conference Center Use Guidelines (FY27)

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 4, 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, including clean-up. For tenants of the Sato Family Nonprofit Center, the CCC is available Monday - Sunday from 8:00 a.m. to 10:00 p.m.

### Scheduling:

Please check availability on our [online calendar](#). If the date and time you are looking to book is open, please email [conference@napavalleycf.org](mailto:conference@napavalleycf.org) to get an invitation link to access and book through the CCC calendar portal. **We require only one primary contact per organization.** You may book a reservation up to 30 days in advance of your meeting/event and use the CCC for up to 8 hours per month. Please note that requests for use of the CCC made more than 30 days in advance of any event date will not be accepted. Tenants of the Sato Family Nonprofit Center may book up to 90 days in advance and use the CCC for up to 15 hours a month.

All organizations using the CCC are responsible for ensuring that meetings conclude by the time indicated on the reservation. 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. In our attempt to make the facilities available to as many groups as possible, any given organization will be limited to 8 hours in any given month and 15 hours per month for tenants of the Sato Family Nonprofit Center (unless given express prior permission by NVCF). Scheduling priority is given to tenants of the Sato Family Nonprofit Center.

### Cancellation/No Show:

If you need to cancel a reservation, please use the link of your booking confirmation with 24 hours in advance. Not showing up for meetings may result in loss of meeting room use privileges.

***IMPORTANT! 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, for any reason including the need to schedule the CCC for NVCF or Sato Family Nonprofit Center tenant-related functions or in the event of an emergency or disaster.***

### Capacity:

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

### Alcohol Policy:

Organizations may not serve or sell alcohol.

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## Clean Air:

The HVAC system serving the CCC uses high-quality MERV-13 air filters. In addition, there are three Coway air purifiers in the space. All three air purifiers need to be on during the entire duration of your meeting and turned off once your meeting and cleanup is complete.

## 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. If the room isn’t left per our guidelines, we will be reaching out right away to the organization who last used the space and request them to come back and properly leave the space as it should. Cleaning supplies are available for your use and are stored in a basket near the A/V cabinet, on the south wall of the CCC. Please be advised that repeated non-compliance with the cleaning checklist may result in a temporary suspension of the organization's booking privileges for the Community Conference Center.

## 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, 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. You need to bring your own laptop to connect to our system. 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; four 4-foot tables)
- Upgraded video conferencing equipment - works well with Zoom for hybrid meetings

## Food in the Area:

- |                |                       |                         |
|----------------|-----------------------|-------------------------|
| • Safeway      | • Heritage Eats       | • Peet’s Coffee & Tea   |
| • Starbucks    | • Villa Corona        | • Super Duper Burgers   |
| • Whole Foods  | • Genova Delicatessen | • Frida’s Mexican Grill |
| • Trader Joes  | • Panera Bread        | • Golden Bagel Café     |
| • Habit Burger | • Chipotle            | • Foodshed Take Away    |

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## 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:

- 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 and the volume of the CCC audio/video system low-medium 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:

- Please first check availability on our [online calendar](#).
- If the date and time you are looking to book is open, please email [conference@napavalleycf.org](mailto:conference@napavalleycf.org) to get an invitation link to access and book through the CCC calendar portal. **We require only one primary contact per organization.**
- Once you have been sent an invitation to access and book on the CCC calendar, you will create an account and use it for all future bookings in FY27. (Make sure to always check your Spam/Junk folders in your email.)
- 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., including clean-up. You may book a reservation up to 30 days in advance from the date and time of your meeting/event and use the CCC for up to 8 hours per month and use the CCC up to 8 hours a month. Please note that requests for use of the CCC made more than 30 days in advance of any event date will not be accepted.
- For tenants of the Sato Family Nonprofit Center, the CCC is available Monday - Sunday from 8:00 a.m. to 10:00 p.m. Tenants may book up to 90 days in advance and use the CCC up to 15 hours a month.

*I have read the “Community Conference Center Use Guidelines” and, on behalf of the organization that has booked the CCC, we agree to indemnify, defend and hold harmless the Napa Valley Community Foundation and any agent or employee of the Napa Valley Community Foundation, as well as the Charitable Real Estate Fund 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 our group on each of the days we book the CCC.*

Community Conference Center (CCC) at The Sato Family Nonprofit Center  
Napa Valley Community Foundation (NVCF)  
3299 Claremont Way, Suite 4, Napa, CA

Phone: (707) 254-9565 | Email: [conference@napavalleycf.org](mailto:conference@napavalleycf.org)

**Community Conference Center Cleaning Checklist (FY27)**

- Put all trash and recyclables in designated containers
- Remove all food and catering supplies
- Wipe down hospitality counter and tabletops with cleaning supplies provided near the 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
- If the CCC is in use during our non-business hours, make sure that the front patio door is 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)
- Turn off all three Conway Air Purifiers before leaving the building
- Important:*** If the room isn’t left per our guidelines, we will be reaching out right away to the organization who last used the space and ask them to come back and properly leave the space as it should. Please keep in mind, putting the room back together is the responsibility of the organization who booked the space, not our staff’s. Please note that repeated failure to comply with the cleaning checklist may result in a temporary suspension of the organization’s booking privileges for the Community Conference Center.

