



## MEETING POLICIES & PROCEDURES

The Spartanburg County Foundation's mission is to improve the lives of Spartanburg County residents by promoting philanthropy, encouraging community engagement, and responding to community needs. Since 1943, the Foundation has been a leader in stewarding resources and developing initiatives that make our County stronger.

In October 2020, The Spartanburg County Foundation completed construction on South Carolina's first center for philanthropy. The Robert Hett Chapman III Center for Philanthropy (CFP) on the Campus of The Spartanburg County Foundation is a state-of-the-art hub to advance improvement in quality of life, educational achievement, and economic mobility across Spartanburg County. The CFP will serve the Greater Spartanburg community and the southeast region through civic engagement, thought leadership, and data-driven solutions that connect donors and organizations with resources and tools.

To maintain the facility and make it available to as many eligible groups as possible, The Spartanburg County Foundation has established the following policies and procedures. The Foundation reserves the right to modify these policies and procedures, and to make exceptions to them in appropriate cases, at its sole discretion.

### Eligibility

All Spartanburg county-based 501(c)(3), 501(c)(4), 501(c)(6) nonprofit and faith-based organizations or other entities which further the work of The Spartanburg County Foundation (SCF) will receive priority access to request space at The Spartanburg County Foundation and The Robert Hett Chapman III Center for Philanthropy (CFP). Qualifying organizations must provide evidence of status.

Private Sector and Corporate groups are eligible to request meeting space for a fee.

### Availability

Reservations are based upon availability during the CFP's regular business hours (Monday – Friday, 8:30 am – 5:00 pm). Availability after-hours is not guaranteed but may be requested Monday-Friday between 5:00 – 9:00 p.m. Requests outside of regular business hours must be approved by the CFP's Executive Director or designee. All requests must be submitted at least two weeks in advance. *The CFP's Director of First Impressions & Logistics may deny requests from any eligible organization based on the CFP's availability and the Foundation's priorities or policies.*

### Fees

Qualifying nonprofit and faith-based organizations may reserve space in designated rooms within the CFP during regular business hours for a period of up to three consecutive hours free-of-charge up to four times in

a calendar year. A discounted fee will be assessed for meetings longer than 3 hours or any additional meetings during regular business hours, and for all meetings after-hours.

A fee will be assessed for all private sector and corporate groups reserving space in the CFP.

Full payment is due 10 days prior to the meeting date.

### Nature of Functions

Any activities taking place at the CFP must further the vision, mission, and values of the SCF. *The CFP's Director of First Impressions & Logistics, in consultation with the Executive Director, reserves the right to deny requests that do not align with this mission.*

**Please Note:** Any organization/individual seeking to use the CFP for fundraising purposes or large-scale events will be evaluated on a case-by-case basis by the Foundation's Executive Management Team.

### Accessibility

The SCF and the CFP are committed to meeting accessibility standards and regulations within the American Disabilities Act (ADA). The building is wheelchair-accessible, as are all activity spaces. If you have an accommodation or service question, please contact the Director of First Impressions & Logistics.

### Reservations

To submit a meeting request, please complete the Meeting Request Form and submit it to the Director of First Impressions & Logistics. For questions, contact the Center for Philanthropy at 864-582-0138.

- Please include 30 minutes for set-up and 30 minutes for clean-up when submitting a request.

### Cancellations

Cancellations must be made at a minimum of five business days prior to the requested date.

If a qualifying organization reserving a room free-of-charge fails to notify within the requested timeframe on more than one occasion, the CFP reserves the right to deny future meeting requests.

Any cancellations for paid reservations will receive a full refund **if it is received in writing at a minimum of five business days prior to the requested date**. All cancellations received less than five business days prior to the requested date will be subject to a charge of 50% of the reservation fee.

## FACILITY INFORMATION

### Visitor Information

- The SCF is a tobacco-free campus. The use of tobacco products is not permitted anywhere on the property of the SCF.
- Persons appearing under the influence of illegal drugs may be asked to vacate the premises.
- No weapons of any kind are permitted in the SCF nor the CFP.

- Animals other than guide or service dogs are not permitted in the building. Emotional support animals are not permitted.
- The SCF and CFP are not responsible for lost, stolen, or damaged personal property belonging to the organization or its attendees.
- Unruly or disorderly behavior will not be tolerated. The police will be notified.
- Alcohol is not permitted for meetings during regular office hours. All other requests must be approved in advance.

### Amenities

- Denny's Inc. Catering Kitchen *featuring ice machine, coffee maker, refrigerator, microwave, warmers, and dishwasher are available for use.*<sup>+</sup>
- Wifi is available throughout the CFP. *Login information may be obtained upon arrival.*
- Zoom Rooms featuring wireless content sharing, HD video/audio, built-in microphone and camera, and the ability to include remote attendees. *It is recommended that organizations bring their own laptop or device. Advance training is available, to schedule please contact the Director of First Impressions & Logistics.*
- Two portable TV carts for use in any room
- Steelcase Flex Mobile Power *portable charging banks*\*
- East Gallery\*
- Pre-Function Lobby\*

<sup>+</sup> *Organizations are permitted to bring their own food, or utilize outside catering, but are responsible for supplying all necessary items. No food may be stored in advance and all items must be removed from the premises prior to departure. A cleanup fee may be assessed for catered events.*

*\* Subject to availability, cannot be reserved.*

### Restrictions

- Furniture is not permitted to be moved. If furniture needs to be rearranged or removed, this must be coordinated in advance with the Director of First Impressions & Logistics.
- Artwork must remain in its original location.
- The use of candles, helium balloons, glitter, confetti, birdseed, rice, rose petals or other similar materials or decorations that may cause damage to floors, ceilings, walls, or artwork are not permitted.
- Other than SCF or CFP's name to designate the location of an activity, entities may not use the SCF or CFP's names, logo, picture, or likeness to promote any activity without the approval of the SCF Communications Officer.
- After all activities, rooms must be returned to their original condition and the organization must complete the Departure Checklist.
- Organizations are responsible for paying for any damages or expenses that may arise from their use of space at the CFP.

## ROOMS & EQUIPMENT

### Milliken Foundation - Milliken and Company Innovation Lab

**Seating Capacity:** 33

**COVID-19 CAPACITY\*:** 15

**Default Setup:** Classroom-style (*27 chairs at tables; one row of chairs along the wall with no tables.*)

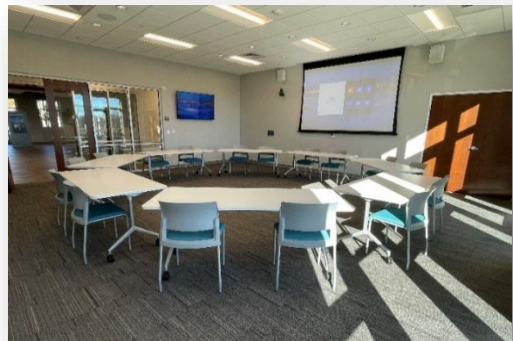
**Amenities:**

- Podium
- HDMI content sharing capability
- One handheld microphone
- One headset microphone
- Blu-ray Player
- Projector / Screen - *personal laptop/device needed for sharing content.*
- Zoom Room Software: *Featuring built-in microphone & camera, ability to include remote attendees, and wireless screen sharing.*



### County of Spartanburg Flexible Convening Space

Seating Capacity:	Setup:
16	Octagon ( <i>tables/chairs</i> )
12	U-Shape ( <i>tables/chairs</i> )
54	Theater ( <i>chairs only</i> )
16	Classroom or Square ( <i>tables/chairs</i> )
28	3 rows Boardroom-style ( <i>tables/chairs</i> )



**COVID-19 CAPACITY\*:** 16

**Default Setup:** Octagon (*tables/chairs for 16*)

**Amenities:**

- Podium
- Projector / Screen *personal laptop/device needed for sharing content.*
- Two TV Monitors
- Zoom Room Software: *Featuring built-in microphone & camera, ability to include remote attendees, and wireless screen sharing.*
- HDMI content sharing capability
- One handheld microphone
- One headset microphone
- Blu-ray Player

## Balmer Foundation Conference Room 203

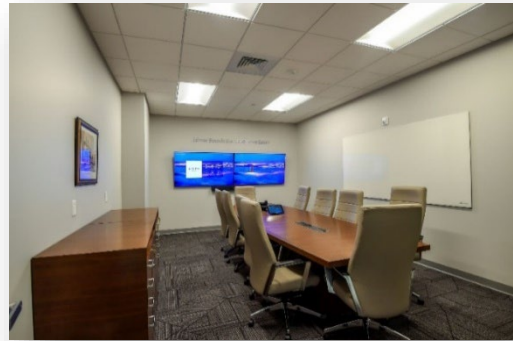
**Seating Capacity:** 10

**COVID-19 CAPACITY\*:** 4

**Default Setup:** Boardroom (12 ft. conference table)

**Amenities:**

- Two TV Monitors *personal laptop/device required if sharing content.*
- HDMI content sharing capability
- Conference Phone
- Dry Erase Board
- Zoom Room Software: Featuring built-in microphone & camera, ability to include remote attendees, and wireless screen sharing.



## Gallery of Philanthropy

**Capacity\*:** Varies based on meeting/event, *contact the Director of First Impressions & Logistics for additional information.*

**Default Setup:** Standing room with digital kiosks.

**Amenities:**

- Podium
- HDMI content sharing capability
- One handheld microphone
- One headset microphone
- Projector / Screen *personal laptop/device needed for sharing content.*
- Zoom Room Software: Featuring built-in camera, ability to include remote attendees, and wireless screen sharing.



## ARRIVAL & DEPARTURE

### Upon Arrival:

The following guidelines are in place for organizers to help ensure success during your meeting:

- Please arrive thirty minutes early.
- Upon arrival, check in at the Walter Scott Montgomery Atrium with the Director of First Impressions & Logistics.
- Designate a meeting host to greet attendees and direct them to the correct location.
- Please refrain from talking loudly in the lobby area and keep doors closed while room is in use.
- Attendees are asked to remain in their designated areas to ensure privacy for all organizations. Tours of the facility are available - please coordinate with the Director of First Impressions & Logistics.

### Departure Checklist:

Please ensure the following has been completed prior to departure:

- Return tables & chairs to original positions.
- Wipe tabletops with Clorox wipes.
- Collect all remaining items/supplies (papers, pens, etc.)
- Turn off equipment and return items to their original location.
- Catering cleanup (if applicable):
  - Remove all food and beverage from the meeting room and catering kitchen.
  - Remove dishes, utensils, tablecloths, and other items that were brought in.
  - Rinse out sink.
  - Wipe countertops with Clorox wipes (do NOT use Clorox wipes on hot/cold bars).
  - Turn off hot/cold bars:
    - Hot Bar – Flip switch under counter
    - Cold Bar – Hold power button in cabinet under counter
  - Bag and discard all garbage in the dumpster in the parking lot.
    - Extra garbage bags are available under the sink.
  - Replace all garbage bags in garbage bins.
- Confirm that all attendees have departed.
- Check out with SCF Staff in the Atrium.