



## MEETING POLICIES AND 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.

Any activities taking place at the CFP must further the mission of the SCF. The CFP's Administrative and Facilities Manager, in consultation with the Executive Management Team, reserves the right to deny requests that do not align with this mission.

The CFP does not host social gatherings in our event spaces, including but not limited to proms, birthday parties, anniversary parties, high school or college graduation parties, etc.



## Availability

Reservations are based upon availability during the CFP's regular business hours (Monday – Friday, 8:30 am 5:00 pm). All scheduled meetings must end by 4:30 to allow for cleanup and to ensure all of your guests are out of the facility by 5:00. Requests outside of regular business hours must be approved by the CFP's Administrative and Facilities Manager and the Executive Management Team. All requests must be submitted at least two weeks in advance. Reservations may not be made six months in advance. *The CFP's Administrative and Facilities Manager 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. Meetings after business hours will be charged an hourly fee to cover off-hours security.

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

A clean up fee and catering fee will be added for catering events.

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

## Fundraising Policy

An organization seeking to utilize the Robert Hett Chapman III Center for Philanthropy for an event involving an admission charge for fundraising must be approved by the CFP Administrative and Facilities Manager and the Executive Management Team. Raffles are prohibited.



## Foundation Name or Logo

Use of the facilities does not constitute an endorsement by the Robert Hett Chapman III Center of Philanthropy of any organization's mission or activities. Organizations are not permitted to use the Foundation's name (other than as a reference to the meeting or event location) or its logo in any advertising, marketing, internet or social media, or other publications or materials without the Foundation's express written consent.

## 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 CFP Administrative and Facilities Manager.

## Reservations

To submit a meeting request, please complete the Meeting Request Form and submit it to the CFP Administrative and Facilities Manager. For questions, contact 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.
- 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.
- No tasers, sparklers, pyrotechnics, dry ice, pepper spray, mace, guns or dangerous weapons. No illegal drugs.

### Amenities

- Denny's Inc. Catering *Kitchen featuring ice machine, coffee maker, refrigerator, microwave, warmers, and dishwasher are available for use.\**
- 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 Administrative and Facilities Manager.*
- Two portable TV carts for use in any room
- Steelcase Flex Mobile Power *portable charging banks\**
- East Gallery\*
- Pre-Function Lobby

\*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 clean up 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 CFP Administrative and Facilities Manager.

- 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.
- 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

### County of Spartanburg Flexible Convening Space

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

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 CFP Administrative and Facilities Manager 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 Administrative and Facilities Manager
- All guests must check in at the Walter Scott Montgomery Atrium. No guests are permitted to enter the building through any back door.
- 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 Administrative and Facilities Manager

### Departure Checklist:

Please ensure the following has been completed prior to departure:

- Y Return tables & chairs to original positions
- Y Wipe tabletops with Clorox wipes
- Y Collect all remaining items/supplies (papers, pens, etc.)
- Y Turn off equipment and return items to their original location
- Y Catering cleanup (if applicable):
  - Y Remove all food and beverage from the meeting room and catering kitchen
  - Y Remove dishes, utensils, tablecloths, and other items that were brought in
  - Y Rinse out sink
  - Y Wipe countertops with Clorox wipes (do NOT use Clorox wipes on hot/cold bars)
  - Y Turn off hot/cold bars
    - Y Hot Bar – Flip switch under counter
    - Y Cold Bar – Hold power button in cabinet under counter





Υ Bag and discard all garbage in the dumpster in the parking lot

Υ Extra garbage bags are available under the sink

Υ Replace all garbage bags in garbage bins

Υ Confirm that all attendees have departed

Υ Check out with SCF Staff in the Atrium



## MEETING REQUEST FORM

To reserve a room at the Robert Hett Chapman III Center for Philanthropy, please complete the following information and submit it to the CFP Administrative and Facilities Manager.

### Organization Information:

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

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

Is your organization a 501(c)(3) or charitable entity?  yes  no Tax ID #: \_\_\_\_\_

Do you have a fund relationship with SCF? \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Will contact be attending the meeting?  yes  no

If not, who will be responsible on the day of the meeting?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Meeting Information:

Name of Meeting: \_\_\_\_\_ Is this meeting a Fundraiser:  Yes  No

If yes, what type of fundraiser is it? \_\_\_\_\_

Purpose of the meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Number of anticipated attendees: \_\_\_\_\_

Beginning Setup Time: \_\_\_\_\_ Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

Requested Location:

Milliken Foundation – Milliken and Company Innovation Lab

County of Spartanburg Flexible Convening Space

Balmer Foundation Conference Room 203

Gallery of Philanthropy

Other\* (please specify): \_\_\_\_\_



**Room Setup:**

- Standard Setup
- Alternate Setup Requested *(additional fees may apply; please describe below)*

**Technical/Other:** Please schedule training in advance if needed.

- Projector/Screen
- Zoom/Live Stream
- Microphone *(available for: Innovation Lab, Flexible Convening Space, Gallery of Philanthropy)*
- DVD Player

**Catering Information:**

Will the meeting be catered?  Yes  No

Caterer's Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**Fees:**

Qualifying nonprofit organizations may reserve four meetings per calendar year free-of-charge during regular business hours, Monday-Friday, 8:30 a.m.-5 p.m. for a period of up to three consecutive hours per meeting. Meetings for times after business hours will be charged an hourly fee to cover off-hour security. Additional charges for catering and/or setup may apply as follows:

- \$25 Catering Fee
- \$25 Setup/Breakdown Fee

The following fees apply for nonprofit organizations requesting additional meetings, for a duration longer than three hours, or after-hours requests:

Meeting Room	Full Day Mon- Fri 8:30 a.m. – 5 p.m.	Hourly Mon- Fri 8:30 a.m. – 5 p.m.	After Hours Mon- Fri 5 p.m.-9:00 p.m. (hourly)
Innovation Lab	\$307.50	\$40.00	\$75.00
Flexible Convening Space	\$370.00	\$45.00	\$80.00
Conference Room 203	\$142.50	\$20.00	\$55.00



\*2-hour minimum required.

Nonprofit meeting rates for the Gallery of Philanthropy are available upon request.

The following fees apply for private sector / corporate meeting requests:

Meeting Room	Full Day Mon- Fri 8:30 a.m. – 5 p.m.	Hourly Mon- Fri 8:30 a.m. – 5 p.m.	After Hours Mon- Fri 5 p.m.-9:00 p.m. (hourly)
Innovation Lab	\$615.00	\$80.00	\$115.00
Flexible Convening Space	\$740.00	\$90.00	\$125.00
Conference Rom 203	\$285.00	\$40.00	\$75.00

\*2-hour minimum required.

Standard rates for the Gallery of Philanthropy are available upon request.

#### Agreement & Authorization:

I have read and agree to follow the Meeting Policies & Procedures. I understand that any violation of the policy may result in denial and/or cancellation of future meeting requests. I understand that approval is not necessarily an endorsement by The Spartanburg County Foundation.

I understand that payment for all fees is due 10 days prior to the meeting date and that failure to pay will result in cancellation.

I understand that my organization is responsible for bringing any necessary supplies.

I understand and agree that neither the entity listed below, nor The Spartanburg County Foundation including the Robert Hett Chapman III Center for Philanthropy, shall be liable for damages and either party may terminate its performance obligations, to the extent that its obligations are prevented by force majeure events or occurrences beyond its control including: acts of God, war, disasters, earthquakes, strikes (other than strikes, labor disputes or work stoppages involving a party's respective employees or agents) civil disorder, terrorist acts, nuclear hazard or a similar intervening cause beyond the reasonable control of either party making it illegal, impossible or commercially impractical to hold the planned activity at the Center for Philanthropy.

I understand that the entity listed below and all individuals associated with the entity (including, but not limited to, directors, trustees, employees, agents, volunteers, guests and any other individuals associated with the entity) using the space shall be liable for all damage to the Center for Philanthropy building, including damage to building, grounds, artwork, furniture and equipment, exclusive of reasonable wear and tear, and for any bodily injury, up to and including death, that occurs at the Center for Philanthropy to the extent caused by any act or omission of entity and all individuals associated with the entity (including, but not limited to, directors, trustees, employees, agents, volunteers, guests and any other individuals associated with the entity) using the space or any person admitted by entity using the space. Entity and all individuals associated with the entity (including, but not limited to, directors, trustees, employees, agents, volunteers, guests and any other individuals associated with the entity) using the space hereby releases and waives any and all claims it may have against The Spartanburg County



Foundation, their Board of Directors, officers, employees, agents, or contractors for any loss of or damage to any property and for any bodily injury, up to and including death, of entity using the space or of any person admitted to the Center for Philanthropy building by entity using the space, (whether arising out of a claim involving a third party or between The Spartanburg County Foundation and entity using the space)

To the fullest extent permitted by law, the entity and all individuals associated with the entity (including, but not limited to, directors, trustees, employees, agents, volunteers, guests and any other individuals associated with the entity) using the space shall indemnify and hold harmless The Spartanburg County Foundation and its Board of Directors, officers and consultants, agents and employees from and against any and all actions, claims known and unknown, lawsuits, damages, losses, expenses, and liability for death, injury or alleged injury to any person, including but not limited to attorneys' fees, which arise in any manner, or are alleged to have arisen, from the acts, omissions or wrongful conduct of entity using the space, in connection with organization or individual's occupancy or authorized or unauthorized use of the Foundation's premises.

On behalf of, and as an authorized representative and agent for, the entity identified below, I agree to the policies, regulations, terms, and conditions for using the Foundation's facilities as set forth above.

\_\_\_\_\_  
Representative Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

*Internal Use Only:*

\_\_\_\_\_  
CFP Administrative and Facilities Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Administrative Assistant

\_\_\_\_\_  
Date