



**Robert Hett Chapman III Center for Philanthropy Meeting Space Use
Policies and Procedures**

Eligibility and priority of use: 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.

- 1. Availability of Space:** The Robert Hett Chapman III Center for Philanthropy is available on a first come, first served basis. It may be booked a maximum of six (6) months in advance and a minimum of two (2) weeks prior to the meeting date. In general, the space is available during regular workdays from 8:30am-5:00pm. The Foundation recommends organizations include 30 minutes for set-up and 30 minutes for clean up after the meeting ends, so meetings should be scheduled from 9am-4:30pm.
- 2. Cost:** No fee will be charged to use the meeting spaces at the Center for Philanthropy during business hours for nonprofit and faith-based organizations. There will be a \$50 per hour charge for meetings held after hours (5:00pm-8:00pm). Full payment is required ten (10) days before the meeting date.

Please note that the Gallery of Philanthropy is not included in the free meeting offering. The Gallery of Philanthropy is offered at a rate of \$100 per hour for regular workdays from 8:30am-5:00pm. The afterhours (5:00pm-8:00pm) fee is \$150 per hour. If kiosks are required to be removed a fee of \$250 will be charged.

Another option for the Gallery: The Gallery of Philanthropy is offered at a rate of \$500 for half day events from 8:30am-5:00pm. The afterhours (5:00pm-8:00pm) fee is \$600.

See #7 for Private Sector and Corporate group cost.

- 3. Reservations:** To submit a meeting request, please complete the Meeting Request Form on our website at www.spcf.org. For questions, contact Yolanda Escudero, Operations Associate at yescudero@spcf.org or 864- 582-0138.

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

- 4. 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.

- 5. Catering:** Denny's Inc. Catering Kitchen *featuring ice machine, coffee maker, refrigerator, microwave, warmers, and dishwasher are available for use.**

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 of \$50 will be charged for catered events (10 people or more).

6. Facilities Information:

- 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 CFP Operations Associate.*
- 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.
- Furniture is not permitted to be moved. If furniture needs to be rearranged or removed, this must be coordinated in advance with the CFP Operations Associate.
- 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.
- 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.
- 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 Leadership. Raffles are prohibited.

7. Private Sector and Corporate Groups: 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 Leadership 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.

The fees for Private Sector and Corporate Groups:

Meeting Room	Full Day Mon- Fri 8:30 a.m. – 5 p.m.	Half Day Mon-Fri 4-hour Block	Hourly* Mon- Fri 8:30 a.m. – 5 p.m.	After Hours* Mon- Fri 5 p.m.-9:00 p.m. (hourly)
Gallery of Philanthropy (not included in the free meeting opportunities)	\$1,200	\$600	\$150	\$200*
Innovation Lab	\$600	\$300	\$75	\$100*
Flexible Convening Space	\$600	\$300	\$75	\$100*
Conference Room 203	\$200	\$100	\$25	\$50*

*2-hour minimum is required

A \$50 catering fee is charged for groups of 10 or more people.

Arrival and 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 Operations Associate
- 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 CFP Operations Associate.

Departure Checklist:

Please ensure the following has been completed prior to departure:

- Return tables & chairs to original positions
- Collect all remaining items/supplies (papers, pens, etc.)
- Catering cleanup (if applicable):
 - Y Remove all food and beverage from the meeting room and catering kitchen (no food should be left at the Foundation)
 - Y Remove dishes, utensils, tablecloths, and other items that were brought in
- Confirm that all attendees have departed
- Check out with SCF Staff in the Atrium**