

## CONFERENCE ROOM GUIDELINES & AGREEMENT

The Lincoln Community Foundation's conference rooms are available free of charge to any nonprofit organization in Lincoln. There are two rooms available for use:

***Large conference room***

Seats approximately 50 people using tables; 75 people using chairs only; and up to 100 people using chairs and standing room.

***Small conference room***

Seats 10 people.

**This form must be signed and returned to the Foundation office to reserve\* a conference room.**

**Rules:**

- 1. Food & Beverages** – Food and beverages may be served in the room you have reserved; however, they must be removed immediately upon the conclusion of your event. You are responsible for your own catering arrangements. The large conference room has a kitchenette available; the small conference room does not. The kitchenette consists of: counter-top space, a sink, and six outlets. The Foundation **does not** provide: plates, cups, napkins, utensils, ice, a refrigerator, coffee pots, coffee, creamer, sugar, etc. for either room. Written permission must be granted by the Lincoln Community Foundation for an organization to bring alcohol into the building. Red wine is not permitted.
- 2. Room Set-up** – If you have reserved a conference room, it is your responsibility to set up the tables and chairs in the desired setting and return the room to its original state immediately after use. This includes switching out tables if you opt to use round ones. A laminated diagram is posted in the conference room for you to reference showing the original layout of the room. Available for use:

**Large Conference Room**

*Tables*

- Eight, 8' long rectangular tables
- Three, 4' rectangular tables
- Eight, 72" round tables (eight chairs per table)

*Chairs*

- 51 cushioned chairs
- 27 plastic chairs

*Other*

- Wooden podium (no microphone)
- White board; must be cleaned after use (markers not provided)

**Small Conference Room**

*Table*

- One rectangular table

*Chairs*

- 10 rolling chairs

*Other*

- White board; must be cleaned after use (markers not provided)

\*Reservations can be made one year in advance.

3. **Technology** – Limited technology is provided in each conference room. The Foundation does not provide AV services. Available for use:

#### **Large Conference Room**

- **Wireless Internet** – secured *access, search for network: lcf, password is LCFDlcf215!*
- Ceiling-mounted LCD projector
- Drop-down projector screen (62" x 92")
- A telephone jack for conference calls (For participants needing to call in for a conference call, dial (402) 474-2363)
- A telephone (Local calls only)

#### **Small Conference Room**

- Wireless Internet
- A telephone jack for conference calls.

If you will be using the projector in the large conference room, you must check out the projector cord from the Lincoln Community Foundation office. The Foundation does not provide laptops, conference phones, TVs, etc. If you are planning to use a Dell brand laptop, please be aware that some Dell's have difficulties functioning with the conference room projector. Please plan extra time to test your Dell with the equipment. Instructions for the projector are provided. Please follow them carefully.

Organizations using the conference rooms are welcome to test their technology to ensure working properly prior to the meeting date. Please inform the Lincoln Community Foundation office when making your reservation if you would like to arrange a time to test technology equipment. Lincoln Community Foundation does not provide technology support for organizations using the conference rooms.

4. **Signage** - Meeting signs may be posted next to the elevators on the first floor to notify guests of your event and its location. Two sign holders are available; each holds an 8.5" h x 11" w sign. There is also one sign holder next to the large conference room and small conference room main doors. Each holds an 11" h x 8.5" w sign. The Lincoln Community Foundation does not provide signage for your event.
5. **Hours** – Regular building hours are 8:00 a.m. – 5:00 p.m., Monday – Friday. You may schedule an event outside of these hours; however, you will be responsible for opening and closing the building. You must check out a keycard from the Foundation prior to your event to unlock the building (the Foundation will not unlock it). You will be responsible for standing at the front door and letting guests in. A name and number must be provided for checkout and must be returned promptly or a \$25 fee will be charged for replacement.
6. **Clean-up** – You are responsible for the general clean-up of the room you reserve. If the trash needs to be emptied, or other clean-up is needed, please notify the Lincoln Community Foundation.
7. **Damages** – If there are damages that occur while using a conference room, the organization using it will be held responsible.
8. **Emergency Information – Tornado or Fire** – In the unfortunate event that LCF experiences an emergency while you are using the conference room, follow these instructions:
  - **Fire:** Exit by the staircases at either end of the building (north or south), do not use the elevator. Handicapped individuals \*\*\*

- **Tornado:** Exit by the staircases to the basement floor. Handicapped individuals may exit by the elevator to the basement level. Leave the stairwell entirely to enter the basement level. Do not remain in the stairwell. If unable to reach the stairwell and the basement, the bathrooms on each floor are a tornado shelter.
9. **Housekeeping** – Bathrooms are located on each floor behind the elevators. Drinking fountains are also on each floor behind the elevators.

## Instructions for using the projector

1. Press the **On** button on the wall panel. The screen will drop down and the front row of lights will turn off.
2. Connect the projector cord to computer and outlet in the floor. The small headphone-type plug is only needed if you intend to use sound; it also plugs into the floor and the headphone port on your computer.
3. Turn on the computer--this must be done last.
4. If the contents of the computer screen do not automatically appear on the projection screen (this may take a few minutes), press the **Table Comp** button on the wall panel. This may take a few seconds to process.
5. Some computers may require additional steps if **Table Comp** does not work. If you have a Gateway or Dell brand computer, try pressing the **Function** key and the **F8** key at the same time.

If these steps do not work, or you have any other technology issues, you may call the LCF office at 474-2345. A phone is on the South wall. If staff is available to assist, we will try to help.

When you are finished with the projector, please press the **Off** button on the wall panel. The screen will retract. Disconnect projector cord and return to LCF office immediately upon the conclusion of your event.

**LINCOLN COMMUNITY**  
**F O U N D A T I O N**

**Conference Room**  
**RESERVATION FORM**

I attest that we are a qualified nonprofit organization and that I have read and agree to the services provided and terms of conference room usage.

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Organization name and representative name (please print)

Phone number

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Signature

Today's date

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Room reserved

Date & hours of reservation

**\*RESERVATIONS CAN BE MADE ONE YEAR IN ADVANCE.**