

Philanthropy Center LLC
Use Policy & Reservation Procedures
Approved June 2019

The Philanthropy Center (PC) is the vision of Empire Health Foundation (EHF), and its desire to pursue new and different ways of working together with our community partners in order to better serve and support the Eastern Washington region.

Interspersed throughout the building are shared conference rooms of various sizes that are available for use. Our goal is to create an environment where connections are made, ideas are shared and great things can happen.

Please be sure to read this agreement thoroughly prior to signing.

I. Eligible Organizations

Nonprofit organizations having professional association (Partners or Grantees) with Empire Health Foundation (EHF), Better Health Together (BHT), Family Impact Network (FIN) or Spokane Teaching Health Center (STHC) may request use of the conference rooms and Convening Center, free of charge. Exceptions are at the discretion of EHF. EHF or The Philanthropy Center may request verification of nonprofit status prior to room booking.

II. Other Organizations

Non-Profit 501(c)3 Organizations not having a direct relationship with EHF or its subsidiaries are allowed use of the Convening Center at 50% reduction of the full Rental Rate*. EHF or The Philanthropy Center may request verification of nonprofit status prior to room booking. Civil, Municipal, For-Profit, 501(c)4, or 6, and other organizations or groups/individuals may also request use at the Full Rental Rate (*Rental Rate Schedule provided separately).

III. Scheduling and Frequency of Use

Reservations will be accepted on a first come first served basis. Organizations may reserve space up to 365 days and no less than two weeks in advance. Exceptions may be made with prior approval from the EHF or PC directors. EHF, BHT, FIN and STHC events take priority over outside organizations. EHF reserves the right to reassign your event to a different conference room if necessary. Eligible organizations may use the facilities up to **four times per year** (January 1 – December 31) Rent Free; subsequent uses may incur the 50% Non-Profit Rental Fee.

IV. Rooms Available for Use

- **Conference Room #3** __ Has seating capacity of 8-12 with a large Conference table and padded conference chairs. The room is equipped with a Wall-mounted Smart Whiteboard (touchscreen) with HDMI input, USB Web-conferencing Camera, a Tabletop Conference phone, and WiFi access.
- **Conference Room #6** __ Has seating room for 6-8, with basic tables and chairs, a Wall-mounted display (65") with HDMI input, a Tabletop Conference Phone and WiFi Access.

- **Conference Room #7**__ Has seating capacity for 10-14 with basic tables and conference chairs. The room is equipped with a Wall-mounted display (65”) with HDMI input, USB Webcam, a Tabletop conference phone and WiFi Access.
- **The Convening Center**__ The Lower Basement Level is home to the **Convening Center**, a large collaboration space boasting a state-of-the-art Audio/Video system, including 4 ceiling-hung digital projectors projecting onto a 20’ Diagonal Screen, 4 room cameras (2 stationary, 2 PTZ), sound system with wireless microphones (2 lavalier, 4 handheld, 2 gooseneck), a full-room conference phone solution, and 4 onboard system-connected PC computers. The system is operated from a dedicated iPad controller, with the ability to connect multiple devices to the system for presentation needs. Connections are made via cable at the room Lectern, or wirelessly through use of a wireless puck system utilizing the USB port of your device. Meetings can also be run through one of the 4 Rack-mounted PCs that can open files from a pre-loaded thumbdrive. Typical Web-conferencing solutions that have been used are Zoom, Goto Meeting, Webex, Ring-Central, Skype, and PGI Global. Other platforms are likely compatible.
The room has a seating capacity of 188 for theater style or standing events, and up to 125-150 depending on furniture layout. The room currently has up to 15 30” X 72” rectangle tables, 24 72” Half-round tables (can be locked together to make 12 Full-round tables), 5 Bistro Height tables with stools and up to 120 padded stacking chairs available for use (All tables are Rolling-Flip-top, and chairs are stacked on rolling carts). Linens are available for banquet or dinner style uses. The room also has a Kitchen with sink, refrigerator, microwave and stove/oven, and a large island for prepping/serving. Coffee and water service are available in-room and are included with rental.

V. Hours of Use

- A *Weekday Use*__ The conference rooms are available on a limited basis for meetings Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. depending upon availability. Reservations should allow for adequate time for set up and clean up within the PC’s regular office hours, otherwise, ~~After Hours use will incur the full per hour After hours rental fee to provide for coverage of the building.~~ **For 2019, no After Hours use is available.**
- B *Week Night and Weekend Use*__ ~~The Convening Center and Large #7 conference room are also available for preapproved evening and weekend events, with use between the hours of 8am and 10pm. After Hours use will incur a per hour After hours rental fee as outlined in the Rental Rate Schedule.~~ **For 2019, no Weeknight or Weekend Use is available.**

VI. Reservation Cancellation

In the event of a cancellation, please notify the PC Facility Manager or Event Room Coordinator as soon as possible.

VII. Room Setup and Takedown

All Setup, Takedown and basic cleanup duties are the responsibility of the Renting Organization. It should be understood that the Convening Center and Meeting Rooms are not “Full Service” as the Philanthropy Center does not employ staff to provide this service; Please ensure you have scheduled enough time and extra help as needed to complete these tasks. Rooms, Furniture, Technology, and Deep Clean/Laundry Janitorial services are provided as a courtesy and as part of the rental. Event

Furniture and Technology needs MUST be communicated at least 2 weeks prior to the event, and pre-arranged with the Event Coordinator to ensure a successful outcome. Once Furniture needs are determined, desired items will be delivered to the room ready for you to assemble and place to your liking. Following the event, Furniture must be stacked, flipped, and relocated to the area it was found when you arrived, and a basic cleaning of the room performed to ensure no items are left behind and debris is placed in trash or recycle. Basic Cleaning Supplies are provided (Brooms, dust pans, cloths and Quick Mops). Trash need NOT be removed from the room, but should be placed in the available trash and recycle receptacles. Please recycle as much as possible, nearly everything except actual Food can usually be placed in the Recycle receptacles.

VIII. Security

The Philanthropy Center is a secured facility. All doors are locked throughout the day. Event Organizers are REQUIRED to provide staff or assistance at the Event Entrance to allow Guests in the door and direct them to the chosen room – the Philanthropy Center does not have staff available for this task. Door Coverage should extend throughout all times guests will be entering the building. If the event is long enough to require guests to leave to adjust parking, then staff or assistant must be present at the door to allow guests back in.

Rear Entrance – The Rear Entrance doors will not be unlocked or blocked open for events. As above, if guests need to use these doors, staff or assistant must be available to let them in, including load-in/out.

IX. Food & Beverage

Food & beverages are allowed in all of the conference rooms. The PC does **not** provide food service, however limited Coffee and Water service is available (including all Coffee/Water/Tea condiments and cups). You are responsible for providing your own utensils, plates, napkins, etc.

Catering is not provided however we will work with the caterer of your choosing, to ensure a smooth entrance and setup for your event.

Alcoholic Beverages are allowed to be served, per Washington State Liquor and Cannabis Commission guidelines, and with the use of a legally obtained Banquet Permit from the WSLCC (if required), that will be posted at the entrance of the Convening Center during your event. Event Attendees are not to bring in any alcohol or marijuana products. Clients intending to serve alcohol at their event **must provide proof of Liquor Liability Insurance**, including listing the Philanthropy Center LLC as additional insured on their policy.

Marijuana is strictly prohibited, and is not allowed on the premises. Smoking is governed by state and local ordinances, and is not allowed within 25 feet of any Door, window, or opening. Currently, there are no areas available for smoking on either immediate side of the building, including the sidewalks.

X. Insurance

Hosting organizations must provide proof of insurance listing the Philanthropy Center LLC as additional insured. Policy coverage shall be no less than \$1,000,000.00 per event.

XI. Political Party, Candidate or Office Use

Due to limitations of Empire Health Foundation as a Private Foundation 501(c)3, activities related directly to: a specific political party agenda, political candidate's agenda, campaign, or office; or promoting a specific political candidate, party or exclusive viewpoints are not allowed.

Empire Health Foundation and the Philanthropy Center, LLC, reserve the right to determine if the intended use is consistent with EHF's mission and values of improving health through investing in ideas and organizations that improve access, education, research, public policy and wellness, while emphasizing stewardship, compassion, collaboration, accountability and diversity.

XII. Special Circumstances, Conditions, and Reparations for Damage

Glitter and Confetti – The use of Glitter and Confetti of any sort is discouraged within the Philanthropy Center. Decorations with glitter applied with glue are acceptable.

If Glitter or Confetti is used and is left remaining on the furniture or floors, an extra cleaning charge WILL be added to your final invoice. The amount of the charge will be dependent upon the final invoice from the Janitorial Service for all costs related to the cleaning of the room and/or furniture.

Arts and Crafts – Arts and Crafts are encouraged; however, it is required that protective covering be used to protect the furniture. Provided Linens are NOT to be used for this function. Suggested coverings are Vinyl Table cloths or roll coverings, and can be purchased at many retailers for very low cost. If you are unsure where to locate such items, please ask.

Any Glue, Marker, Paint, or other Arts & Crafts type substances left on the furniture, floors or walls/doors will incur a cleaning charge. Any Permanent Marker left on any furniture that cannot be removed will be considered damage to the furniture, and all costs to replace the damaged furniture will be billed to you. If marks are left on the Walls/Doors that cannot be removed, all costs related to repair, replacement or repainting will be charged to you.

Damage – Any damage or defacement to the Premises or Structure of the Philanthropy Center or to any of the property contained within it, including but not limited to furniture, technology, personal or private property, that occurs as a result of the actions of Renter, Renter's Guests or Invitees, including the general public attending an open event, will be assessed by Philanthropy Center Management in cooperation with its selected Repair Service to determine the cost of repairs, and such costs will be charged to the Renter.

XIII. Agreement Limitations

This Rental Agreement is a contract for Temporary Rental of Meeting Space within the Philanthropy Center LLC, located at 1020 W. Riverside Ave., Spokane, WA 99201, and does not constitute a rental or lease of any space other than that specified herein (IV. Rooms Available for Use).

By Signing this document, you agree that you have read, understood, and accept all parts of the agreement stated above and all responsibilities and duties related to such.

I hereby accept all conditions of this Rental Agreement, and agree to adhere to all rules and conditions stated herein, and to protect the property of the Philanthropy Center LLC and Empire Health Foundation to the best of my abilities. If I am unable to perform these duties in any capacity, I agree that I shall communicate this to the Philanthropy Center Management or Event Coordinator at the earliest possible opportunity.

Sign _____ Date _____

Print _____

On Behalf of (billing or mailing address)

Organization Name

Mailing Address City State Zip

Event Name (required) _____
Event Date (required)