



In 2022, Foellinger Foundation (Foundation) renovated its office space in part to be a community resource for charitable nonprofit groups to come together and meet. To maintain the beautiful facility and make it available to as many groups as possible, the Foundation has established the following guidelines. The Foundation reserves the right to revise these guidelines at any time. Please ensure you are always referencing the most recent version.

## General Information

Meeting rooms will be available to Allen County 501(c)(3) nonprofit organizations that are [eligible for our funding](#). Business-related meetings only will be considered. Parties, religious services, sales solicitations, etc., are not permitted. In addition, the grounds of the Foundation cannot be used for events where the primary purpose is fundraising (i.e., car washes, rummage sales, galas, silent auctions, gambling events, etc.).

The reserving nonprofit organization must be the primary facilitator of the meeting. Local 501(c)(3) nonprofit organizations are not permitted to reserve the meeting space on behalf of another organization or entity.

Meeting space is located in the lower level of the Foellinger Foundation and is ADA accessible via an elevator. ADA parking spaces are available in addition to an ADA compliant drop-off area at the main entrance.

Parking is limited and is available on a first-come, first-served basis. Organizations are prohibited from charging for parking space for any event on the Foundation's premises.

## Availability of Meeting Space

The meeting room space is available to local 501(c)3 nonprofit organizations, without charge, Monday through Friday between 9:00 am and 4:00 pm. All meeting participants must leave the Foundation by 4:00 pm. Meetings must not incur costs and/or liability to the Foundation (i.e., phone charges, catering, etc.). When requesting meeting space, organizations should allow for additional time to set up before their meeting and clean up after their meeting. *Room set up and clean up is the responsibility of the organization.*

Contact the Foundation at [reservations@foellinger.org](mailto:reservations@foellinger.org) or 260.422.2900 if you have any questions about these guidelines or the use of the meeting room space.



We strive to offer our space as a resource to as many organizations as possible. To optimize availability, once your organization reserves a space 12 times in one calendar year, we may prioritize requests from other organizations depending on demand and room availability. And our staff will contact you as needed.

**Reservations for the meeting space will be made with the following guidelines:**

- The meeting space will be available on a first-come, first-served basis.
- Please submit a reservation request at least 48 hours prior to the meeting date. If urgent needs arise with less than 48-hour notice, please call 260.422.2900 and the Foundation will do its best to accommodate your organization's reservation request.
- Reservation requests for the upcoming calendar year can be made on or after October 1.
- Reservations must be made through the Foundation's website. Once we receive your request, we will confirm your reservation via email.

In the event the Foundation closes due to inclement weather, an emergency, power failure, etc., the Foundation reserves the right to cancel a scheduled meeting. If the Foundation closes, a representative from the Foundation will contact either the primary or secondary meeting contact listed on the organization's room request form. It is the responsibility of the organization to contact the meeting participants regarding a cancellation. The Foundation will work with you to reschedule your meeting for the earliest available date.

Room cancellation is required via email as soon as possible prior to the meeting date and time. Failure to notify the Foundation may prevent the organization from future use of meeting rooms.

## Specific Guidelines on the Use of the Meeting Space

- The organization's primary contact must sign in at the Foundation's front desk before advancing to the reserved/designated meeting space. The primary contact must also sign out at the front desk before departing.
- Please designate a member of your party to greet all other meeting guests and provide access to the building at the main entrance.
- The Foundation will not provide copying, faxing, or administrative support services.
- No alcoholic beverages may be served in the facility.



- The building and grounds of the Foundation are designated as smoke-free and tobacco-free environments.
- Tables and chairs in the meeting rooms may be rearranged but should be returned to their original setup after the meeting has ended. Specific room configuration needed for the meeting is the responsibility of the reserving organization.
- Door(s) to your meeting room need to be closed before your meeting starts and remain closed throughout the meeting, unless the participants are taking a break.
- Dispose of all trash in trash and recycling containers provided.
- After all events, the meeting room and furniture must be left in the condition it was found. The following must be clean and free of any items that were brought in for the meeting:

Tables	Sink
Chairs	Refrigerator
Countertops	Floor

- The following items are not permitted in the Foundation meeting rooms or property:
  - Scotch tape on the walls or doors (“wall saver” tape is allowed)
  - Open flames, smoke machines, hanging lights, glitter, balloons, confetti, sparklers, or live animals. Service animals are permitted.
- Decorations can only be added with the permission of the Foundation.
- Organizations will be billed for any damage caused to the facility, grounds, or equipment.
- Deliveries for events must be made only on the day of the event and a member of the organization hosting the meeting must be present to accept the delivery - Foundation staff will NOT be responsible for receiving deliveries for the meeting. Deliveries must be made at the main (north) entrance. Food deliveries will be directed to the meeting space for acceptance.
- Noise and activity levels should be controlled and not interfere with Foundation business operations.
- Meeting attendees should remain in the meeting space on the lower level. For security reasons, attendees should not walk through Foundation office space.



## Available Items for Use in the Meeting Rooms

40 chairs	Wireless network connection (organization must supply laptop)
18 Tables	Audio/visual conferencing (Zoom, Teams, etc.)
Projector with screen	Portable dry erase boards

The Foundation can provide organizations with a ClickShare presentation system or an HDMI cord supporting USB and USB-C display ports. Organizations must provide additional adapters to fit their equipment for all display needs.

## Suggested Caterers

[Ceruti's Catering](#)  
[Goeglein's Catering](#)  
[Gratitude Catering](#)  
[Panera Bread](#)  
[Waiter on the Way](#)

*Please note: Organizations reserving space and providing food at their meeting via a caterer are responsible for ordering the meals. Food delivery personnel will be directed to the appropriate meeting room for order verification and acceptance. Organizations are permitted to bring their own food or snacks.*

## Approved Audio/Visual Vendor

[Markey's Rental & Staging](#)

## Meeting Space Communications

Permission to use the Foundation's space is not an endorsement of the user by the Foundation.

Publicity for a meeting that is not sponsored or co-sponsored by the Foundation must not be worded in a manner which states or implies Foundation sponsorship. Organizations may use the street address of the Foundation as the meeting location in publicity materials. A line stating "...held at the Foellinger Foundation" is allowed on materials; however, the name, address, or telephone number of the Foundation must not be used as the official address, headquarters of the organization, or contact for the event.

The Foundation's logo may not be used in publicity materials.



## Priority for Use of the Meeting Space

Foundation-led meetings have priority for the use of the meeting space in the facility. Allen County 501(c)3 nonprofit organizations may use the meeting space when it is available and does not conflict with activities planned by the Foundation.

The Foundation reserves the right to deny its meeting rooms to any organization based on the priorities of the Foundation and reserves the right to amend this policy as it sees fit.