



Haile Community Hub Guidelines

Greater Cincinnati Foundation (GCF) is pleased to open its doors to the community by allowing offering its conference rooms and the Haile Community Hub for community organizations to use for meetings and gatherings. The aim is to create a communal space in the Greater Cincinnati region where the community can convene, collaborate, connect, and strengthen our communities together. This communal workspace has nine (9) rooms of varying sizes.

Purpose

The purpose of this document is to establish guidelines to manage this community space in an effective and coordinated manner. GCF's intent is to offer this community space while ensuring that its use is respected and benefits the organizations that are seeking the betterment of the Greater Cincinnati community.

Scope

The Haile Community Hub and conference rooms are open to all organizations in the Greater Cincinnati Region including nonprofit, for-profit and volunteer organizations. These guidelines apply to all employees, vendors, consultants, donors, board, and committee members, as well as the guest organizations. GCF reserves the right to decline the request of any group or organization for any reason.

Conference Room Use

The Haile Community Hub rooms are available for meetings Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. This schedule must allow for adequate time for set up and clean up within our regular business hours. The room rental fee is subsidized by GCF as a benefit to the community. Community organizations will be responsible for incidental charges such as catered food, soft drinks, and supplies.

Additionally, a signed Liability Waiver will be required prior to confirmation of a reservation. It is the responsibility of the meeting representative to review these guidelines with all guests attending a meeting or event to ensure their compliance.

Meetings not Accomodated

Meetings with the following nature will not be permitted:

- Profit-making activities, which includes the selling, advertising, or promoting of products/services.
- Activities designed to celebrate or advance a single religious faith or doctrine.
- Political activities, or by an individual who has announced or filed for elective office and intends to use the space for political purposes.



- Social or other occasions that do not further the betterment of the community
- Events or meetings where attendees are charged a fee.
- Groups that promote hate, exclusion, antagonism, or malevolence of any kind.

Facility Imperatives

The expectation is that the following facility imperatives will be followed.

- Spaces are reserved on a first-come-first-served basis.
- Once reserved, the community organization will receive an email confirmation from GCF. A reservation request is not a confirmed reservation.
- GCF's definition of meetings and events:
 - **Meetings:** A group of people less than 15
 - **Events:** A group of people 15 or more and/or have extra needs such as catering, music, videos, speakers, etc. This type of request will be evaluated and approved by the Human Capital/Facilities Department.
- The meeting space is available between 9:00 a.m. and 5:00 p.m. EST, Monday-Friday. These requests require two weeks' notice of the meeting/event start date.
- Allowance for adequate time for set up and clean-up should be made within those accommodating hours from 9:00 a.m. to 5:00 p.m. The community organization is responsible for room configuration, set up, supplies etc.
- For **events**, community organizations must provide their own catering, plates, utensils, and cups when food/snacks are included in the meeting. GCF does NOT provide any event support including staffing, event furniture, decorations, etc. and is unable to facilitate any meetings.
- If food is provided, please refrain from products/food items that contain tree nuts and peanuts out of consideration for internal and external parties.
- Alcohol (beer, wine, and liquor) may be served during your event, but only after providing appropriate proof of "Host Liquor Liability Coverage" under your commercial property casualty insurance policy. Bartenders who have this coverage are sufficient for this requirement. GCF takes no responsibility for any risk that results from the service of alcohol during your event.
- Community organizations are welcome to use AV, audio conferencing, phones, Bluetooth speakers and the guest wireless internet. GCF's audio/visual options are not compatible with Apple products (Mac, iPad, etc.). It is required for larger events that the organizer or representative secure time with GCF's technology department to ensure compatibility and basic instruction on use of equipment.
- The community organization is responsible for room clean up. This includes cleaning tables, disposing of the accumulation of garbage, removing any food items, loading the dishwasher



and returning the room to its original configuration and clean condition. **Failure to do so may prevent your organization from future use.**

- GCF reserves the right to welcome a group using the conference room prior to the start of the meeting. This would take less than 5 minutes.
- Easily removable and non-marking items (such as post-it notes, flip-chart paper, and painter’s tape) are allowed on the glass and walls. However, items such as tape, nails, thumb tacks, putty or any markings will not be allowed on GCF walls. GCF reserves the right to withdraw its offer of conference room usage should an internal need supersede it. Should this arise, you will be notified within two weeks of your event, and we will make every attempt to work with you to find an alternate location.

Conference Rooms - Capacity and Layout.

All meeting rooms have white boards, AV, WiFi and screens. Several rooms have Zoom Room capabilities. Flip charts available upon request.

Conference Room Name	Room Capacity	Notes
Mashburn River Room	Up to 60 with tables	Can accommodate 80 without tables
Friedlander Family Union Room	20-24 with tables	Flexible set up allows for more capacity
Idea Lab	20-25	Ideal for retreats / also a game room
Stephen L Hightower Entrepreneurship Room	10-12 around table	Could accommodate up to 15 people if chairs placed around room without tables
The Andrew Jergens Foundation Rose Room	10-12 around table	Could accommodate up to 15 people if chairs placed around room without tables
Sara & David Osborn Freedom Room	10-12 around table	Could accommodate up to 15 if chairs placed around room without tables
George H & Kim M Vincent Mainstrasse Room	3-4 around table	Can only accommodate 4 people
Rosemary and Mark Schlachter Steeple Room	3-4 around table	Can accommodate 6 people