



# Elevate at the Wichita Foundation Policy & Agreement Form

## RENTAL ELIGIBILITY

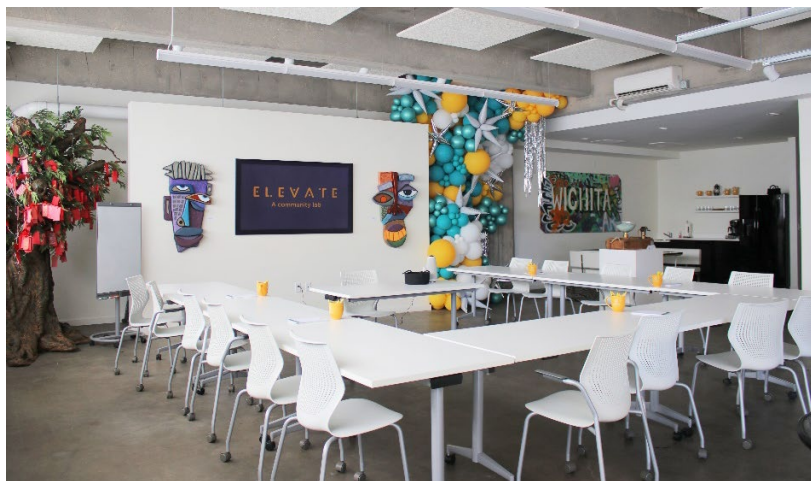
The mission of the Wichita Foundation is to invest in people and ideas to spark change. Elevate - A Community Lab is designed to promote collaboration for nonprofits, community groups and businesses. Elevate can be rented for meetings, trainings or workshops.

To properly maintain the facility and make it available to as many groups as possible, the following policies and guidelines have been established.:

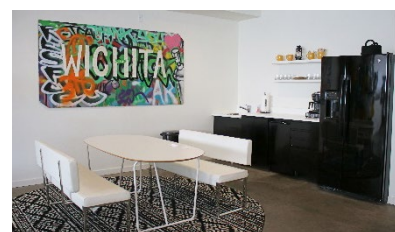
Wichita Foundation facilities **cannot** be used:

- for political purposes
- for fundraising events
- by organizations whose mission or objectives are inconsistent with those of the Foundation
- for personal use, such as weddings, anniversaries, birthday parties, etc.

Reservations are accepted up to six months in advance. The Foundation reserves the right to rent Elevate subject to its availability. To make reservations for multiple days, email [info@wichitafoundation.org](mailto:info@wichitafoundation.org) prior to applying. Submitting a form does not guarantee a reservation. The review process can take up to 48 hours.



*Conference Room*



*Kitchen area*



*Front entry*



## POLICIES & PROCEDURES

### 1. Food & Beverages

Food and beverages may be served in Elevate; however, they must be removed immediately upon the conclusion of your event. You are responsible for your catering arrangements. Elevate consists of a countertop space, a sink, a large refrigerator with icemaker, outlets, a Keurig, and a microwave. The Foundation does not provide plates, cups, napkins, utensils, K-Cups, creamer, sugar, etc.

There is no food preparation available on site and food cannot be stored on the premises in preparation for a meeting.

### 2. Alcohol

Organizations may, with prior Foundation permission, provide alcohol as part of their event as long as:

- Serving is done in accordance with all local and state regulations
- Beverages stay inside Elevate at all times
- There are no straight alcohol “shots” served or consumed
- No cash is exchanged between parties

Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause possible early closure of the event and an additional fee may apply. If law enforcement becomes engaged in the matter, all fines will be the responsibility of the organization renting Elevate.

### 3. Room Set-Up

If you have reserved Elevate, you are responsible for setting up the tables and chairs in the desired setting. If you are not physically able to set up the room, please let a representative of the Foundation know.

- Capacity - Maximum 30 seated
- Tables – 10, 30” deep x 60” wide rectangular top, rolling tables
- Chairs – 30 armless chairs with casters
- Other – Podium, rolling whiteboard, wireless internet, 85” television with streaming and video conferencing capabilities
- Technology - If you will be using the television to screen share and/or video conference ([via Owl](#)), the Foundation **does not** provide a computer. Please plan extra time to test your equipment (we recommend 30 minutes prior to the meeting’s start time). If needed, instructions are provided. Please follow them carefully. Organizations using Elevate are welcome to test technology equipment up to two weeks prior to the event by contacting [info@wichitafoundation.org](mailto:info@wichitafoundation.org). The Foundation **does not** provide technical support for organizations using Elevate.



#### 4. **Smoking**

The Broadway Autopark property is non-smoking. No exceptions.

#### 5. **Hours**

The space is available for rent Monday through Thursday from 8 a.m. to 9 p.m. and on Fridays from 8 a.m. to 5 p.m. Scheduling for the space is subject to change as we evaluate usage patterns. Currently, we do not offer the space on the weekends.

Noise and activity level must be controlled and must not interfere with other guests, the Foundation's business operations, or the tenants housed on floors 2-5 of Broadway Autopark.

#### 6. **Signage**

Meeting signs may be posted only on portable signposts provided by the user. Signs may only be applied to the walls with prior permission from the Foundation. The Foundation will not provide signage for your event.

#### 7. **Parking**

The Broadway Autopark parking garage is reserved for Foundation donors, staff, board members and nonprofit tenants at Elevate.

Parking for all Elevate meetings is available on Broadway Street. Short-term meters are located on English Street. [Here's a bit more information on options.](#)

#### 8. **Cleanup**

Your organization is responsible for the general cleanup of Elevate. Cleaning supplies such as mops and brooms are provided in the storage closet. Tables and counters should be wiped. All garbage should be bagged, tied and **left** in the trash can. The Foundation reserves the right to charge your organization for the cost of cleanup up to \$250.

Tables and chairs must be returned to their original positions after the event concludes. "Check out procedures" are available and should always be in the top drawer of the kitchen area.

#### 9. **Decorations**

Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, and live animals (except for service animals) are not permitted on the Elevate property without prior permission. Decorations and signs may only be applied to the walls with permission from the Foundation.



**10. Damages**

If damages occur while using Elevate, the organization will be responsible for any costs incurred.

**11. Foundation Support**

- The Foundation does not provide copying, faxing or administrative services as part of the agreement to utilize Elevate
- The Foundation is not responsible for lost, stolen, or damaged personal property belonging to the organization or its members, guests, invitees or attendees
- Use of the facility does not constitute an endorsement by the Foundation of any organization’s mission or activities or impact future funding
- Organizations are not permitted to use the Foundation’s name (other than as a reference to the meeting event location) or its logo in any advertising, marketing, website, social media, or other publications or materials without the Foundation’s express written consent

**12. Additional Occupants**

Elevate is home to the conference space as well as two nonprofit organizations, housed in separate offices on the premises. At no time should anyone – except those organizations or Foundation staff – enter the offices.

**USAGE FEE**

|                 | <b>All day (up to 8 hours)</b><br><i>Monday – Thursday: 8 a.m. – 9 p.m.<br/>Friday: 8 a.m. – 5 p.m.</i> | <b>½ day (up to 4 hours)</b><br><i>Monday – Thursday: 8 a.m. – 9 p.m.<br/>Friday: 8 a.m. – 5 p.m.</i> |
|-----------------|---|---|
| Nonprofit orgs  | \$100   | \$50  |
| For profit orgs | \$200   | \$100   |

*Please include setup and cleanup time in calculating your rental fee.*

Note: All Wichita Foundation agency fund holders receive one free rental annually.

**ETHICAL STANDARDS**

The Wichita Foundation presumes that all organizations hosting events at our facility will uphold high ethical standards and behavior and observe nondiscrimination with regard to race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, mental retardation, learning disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal, state or local laws.



## EMERGENCY CONTACT

In the event of an emergency before, during, or after your event, contact the following Wichita Foundation staff:

- Taben Azad, Director of Finance & Administration: 316.209.3798
- James Woods, Director of Nonprofit & Donor Connections: 316.734.8181

## RESERVATION CONFIRMATION & CANCELLATION PROCEDURES

Reservations are considered confirmed **only** when the following are received and acknowledged *no less than* five days prior to the event:

1. Completed Agreement & Fee form (provided after availability is confirmed)
2. Payment of the rental fee. Any overage will be invoiced after the event.
3. Provide a Certificate of Insurance evidencing coverage that names the Wichita Foundation as a primary and non-contributory additional insured. If alcohol will be provided, liquor liability should be included in the coverage. If a professional bartending service is used, we will need a Certificate of Insurance from the company.