The Center for Arts and Philanthropy
Policy for Use of Meeting Room(s) Eligibility Criteria

Eligible Organizations: The Center for Arts and Philanthropy is pleased to offer meeting space on a limited basis to nonprofit charitable organizations. The facility is not available for private parties, religious, political or fundraising events.

The facility is a public building and TCAP is the primary user of the facility. TCAP has one staff member that manages functions held at this location. Therefore, the number of meetings and events we can handle is limited. TCAP reserves the right to decline the opportunity to use the meeting rooms to any group for any reason at any time.

Each organization using the facility (“host organization”) shall designate a single point of contact to TCAP personnel. This contact person shall be responsible for all coordination of the facility use.

Policy for Use

Frequency of Use: Each eligible organization is welcome to use the facilities as available.

Rooms Available for Use:

- Large board room – seats 20 – 40 individuals depending on the room set-up

Hours of Use: TCAP is open Monday – Friday between the hours of 8:30 a.m. and 5:00 p.m. The meeting rooms are available for meetings Monday – Friday between the hours of 8:30 a.m. – 5:00 p.m. Please allow 30 minutes for set-up and clean-up within the Center’s regular hours.

Food and Beverages: Food and beverages are allowed in the meeting rooms; however, no alcoholic beverages during business hours, red-colored beverages, or dark-colored punch may be served. TCAP does not provide coffee, soda, water, ice, cups, condiments, dishes, glassware, silverware, tablecloths, napkins, etc. These must be provided by the host organization.

Cleaning & Trash: Host organization is responsible for wiping down all tables used for their respective event in order to assist TCAP in providing a clean and safe environment for our staff and guests. TCAP will provide Clorox Wipes for the organization’s use. If trash accumulates, all trash must be removed from the room and placed in the kitchen for disposal by the TCAP cleaning crew.
Announcements: Notices, Invitations, or announcements in connection with the use of TCAP should include the full name of the Center.

The Center for Arts and Philanthropy  
3700 Sixth Street  
Riverside, CA 92501  

Please do not include the Center’s assistant’s phone number since we are unable to give information about your meeting.

Decorations: Please do not hang items with push pens, tacks or tape to the walls. Host organizations should plan to provide their own flip charts and easels if needed.

Costs: There is a refundable cleaning deposit fee of $200 which needs to be paid prior to the scheduled meeting. All catering arrangements and rental costs associated with each meeting are the responsibility of the host organization.

In the event of damage to the rooms or equipment, the host organization will be responsible for reimbursing TCAP for repair and/or cleaning required. TCAP will provide notice within five working days of the event completion of such issues. Companies contracted for any cleaning or repairs will be selected and managed by TCAP; a bill will be sent directly to the organization following completion of services and should be paid within 10 business days of receipt.

Audio-Visual Equipment: Organizations will need to provide their own equipment, projector, laptop, extension cords, etc. A screen is available for use.

Room Reservation: The Center will confirm reservations prior to the event date. Reservations will be accepted from eligible organizations on a first-come, first-served basis.

Reservation Cancellation: If necessary, please provide at least five working days’ notice of room cancellation. Failure to do so will result in forfeiture of facilities usage.

Smoke-Free Building: TCAP is a smoke-free environment. Event attendees desiring to smoke should be directed outside.

Parking: Parking is available along the streets near the Mission Inn. There is a parking fee of $1.50 per hour between 9 a.m. – 5 p.m.

Animals/Pets: No animals are allowed on site, with the exception of service animals.

Check-in and Check-out Procedures: A designated representative must check in with the Center’s staff at the front desk upon arrival and check out before leaving.
The downstairs door to the street is to be kept closed at all times. The front door is to remained closed at all times. A representative from the host organization will be responsible for letting guests in the building.

By signing below, I acknowledge that I have read, understand, and agree to the policies as outlined in this document.

Organization:

Day of Event Representative:

Requested Date of Event/s:

Requested Space: Large Conference Room

Email:

Phone: ____________________

Printed Name of Representative

__________________________  ________________
Signature  Date

FOR INTERNAL USE ONLY:

Date/Time Application Received: ________________________________

Approved: Yes  No  Date & Initial: ________________________________

Staff On-Duty:______________  OT Approved: Yes  No

Denied: Yes  No  Date & Initial: ________________________________

Reason: _______________________________________________________

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