MEETING SPACE GUIDE

Helping nonprofits put their best foot forward.

Meeting space designed with your needs in mind.

Community First Foundation's Meeting Space helps power nonprofits by offering access to a facility designed with their needs in mind. By offering the space free of charge, we are delivering on our strategic priorities to strengthen nonprofits, honor our heritage in Jefferson County and build strong community.

The collaborative space offers a variety of rooms and configurations for eight to 56 people. State-of-the-art audio/visual equipment and a professional catering kitchen help you put your best foot forward.

Eligibility

- 501(c)(3) charitable organizations serving the Denver metropolitan area

Types of Uses

The meeting space is recommended for nonprofit trainings, meetings and retreats. It is not available for special events (e.g., celebrations or parties), fundraising or political events.

Fees

- Free to 501(c)(3) charitable organizations
- Organizations are not permitted to charge for meeting attendance, but charging for meals is allowed.

Contact

Valerie Brown serves as the full-time Meeting Space Administrator and is dedicated to helping your meeting run smoothly. She can be reached by phone at 720.898.5906 or by email at vbrown@CommunityFirstFoundation.org.

Catering

A full commercial kitchen is available. You may bring your own snacks or order delivery through any licensed and insured caterer. Catering instructions are located in the Meeting Space section of our website. **No alcohol.**

Set-Up & Clean-Up

You are responsible for arranging chairs and tables to suit your needs and cleaning up. Please allocate at least 30 minutes at the beginning of your meeting to set up and 30 minutes at the end clean up. We ask that you:

- Return the room to its default configuration (outlined in the room information binder).
- Clean tables and counters with spray cleaner and paper towels (located in the room's cabinets).
- Remove or dispose of food and beverages. Do not leave food at the Foundation.
- Take trash and recyclables to the catering kitchen.
- Shut down A/V equipment, turn off lights and close shades.
- Ensure all belongings are removed. Community First Foundation is not responsible for damage or loss.
- Check out with the Meeting Space Administrator no later than 5:00 p.m.

Audio/Visual

Our meeting rooms have phone conferencing capabilities and WiFi. Please come prepared with your toll free conference calling number; our equipment does not accommodate long distance calls. Our two larger rooms include projectors and projection screens for PC or Mac presentations. (If your Mac laptop needs an adaptor, please be sure to bring it.) Our two smaller rooms include wall-mounted monitors. Bring your own laptop or request one of ours. See Meeting Room Options on back.

Internet Access

Wireless Internet (WiFi) is available, but we cannot guarantee bandwidth.

How to Schedule a Room

1. Go to **CommunityFirstFoundation.org.** On the footer, select "Meeting Space".
2. Select "Schedule a Room" to go to our online reservation service.

First-time users must create an account, return the Terms of Use Agreement and receive email approval to proceed.

3. Under "Schedule," the Monthly calendar view will show an overview of the bookings for that month. Weekly and Daily views will allow you to select rooms for specific days and times and see the percentage of the day a particular room is occupied.
4. To request a room, hover on a date and press the "+" sign.
5. If your request is accepted, the Administrator will email a Meeting Information Form. Complete and return it to Meetings@CommunityFirstFoundation.org.

To Cancel a Room

Go to **CommunityFirstFoundation.org.** On the footer, select "Meeting Space", then select "Schedule a Room" and cancel directly through our online reservation service.

Before Your Meeting

1. Email your meeting attendees the directions and map to Community First Foundation. We will post the name of your meeting/organization on a monitor in the meeting space lobby.
2. Prepare all materials necessary for your meeting. A printer is not available in the space.
3. Check in with the Meeting Space Administrator when you arrive. You will receive a brief tour and, if needed, an equipment run-through. Each room includes an information binder with the WiFi code, directions for the Audio/Visual equipment and room set-up configurations.
4. During inclement weather, call our snow line at 720.898.5904 for any announcements about building closure or late opening. Announcements are posted by 6:30 a.m.

During Your Meeting

1. Enjoy access to the catering kitchen, restrooms and lobby in the meeting space.
2. Please refrain from leaving the meeting space area and entering the Foundation's business offices.
3. Contact the Meeting Space Administrator for adjustments to room temperature.
4. A lactation room is available for nursing mothers.

The Community First Foundation campus is smoke free, which includes tobacco, marijuana and vaporizers. Thank you for your consideration.

Hours of Operation

Monday – Friday
8:00 a.m. – 5:00 p.m.

Closed the following holidays: New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, two days for Thanksgiving, two days for Christmas. The space may be closed occasionally on additional days.

Location & Parking

5855 Wadsworth Bypass
Unit A
Arvada, CO 80003

- The meeting space is in a stand-alone one-story building conveniently located just 5 minutes north of I-70 on Wadsworth and 15 minutes northwest of downtown Denver.
- The meeting space entrance is to the left of the larger, main Foundation entrance.
- Parking is free and on-site, with approximately 50 spaces for guests.
- For directions, visit CommunityFirstFoundation.org/about-us/contact.

ROOM OPTIONS

Collaborator Room • 254 sq.ft.

Our smallest offering, this corner room is cozy and includes counter space and two windows.

- 60" wall-mounted monitor with USB wireless, HDMI and VGA connections for a laptop

Connector Room • 371 sq.ft.

Perfect for small meetings and planning sessions, this room is small enough to ensure privacy, but large enough for breathing room. Two windows and southern exposure lets light flood in. Includes counter space.

- 60" wall-mounted monitor with USB wireless, HDMI and VGA connections for a laptop
- Polycom conferencing phone with mic extensions

Innovator Room • 675 sq.ft.

Ideal for department meetings and trainings, this corner room feels intimate yet spacious. With the same stellar projector, screen and speakers as the Changemaker Room, your PowerPoint presentations will make an impact. Includes five windows and counter space.

- Projector, screen and ceiling speakers
- USB wireless, HDMI and VGA connections for a laptop
- Audio conferencing

Changemaker Room • 1200 sq.ft.

This room boasts state-of-the-art audio/visual equipment with audio-conferencing microphones and speakers throughout the room so everyone can be heard. Includes four windows and counter space.

- Projector, screen and ceiling speakers
- USB wireless, HDMI and VGA connections for a laptop
- Audio conferencing
- Direct access to catering kitchen

Innovator & Changemaker Rooms Combined • 1875 sq.ft.

Our largest option, throw open the wall between Changemaker and Innovator rooms for one spacious room. For smaller meetings with break-out sessions, this could be an excellent solution. The large space allows for a variety of table and chair configurations.

- Two projectors, two screens and ceiling speakers
- USB wireless, HDMI and VGA connections for a laptop
- Audio conferencing
- Direct access to catering kitchen

COMMUNITY FIRST FOUNDATION
Powering Community Together

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p: 720.898.5900 | f: 720.898.5901 | CommunityFirstFoundation.org/nonprofits/meetingspace