

Mt. Pleasant Area

community foundationSM

Use of Meeting Rooms at the Hersee House

The Mt. Pleasant Area Community Foundation (MPACF) is pleased to open our home to the community by offering local nonprofits the use of our meeting rooms. In order to maintain this beautiful facility, gifted to us by Dr. and Mrs. Hersee, and also make it available to as many groups as possible, the Community Foundation has established the following policies and procedures.

Please note that we reserve the right to cancel reservations at any time. In those rare instances, we will notify you as soon as possible so that you can make other arrangements. If your organization needs to cancel an event, please let us know at least 5 days prior to the reserved date so we may offer the facilities to another organization.

Policies for Use of Rooms

1. Eligible groups: The Mt. Pleasant Area Community Foundation's conference rooms are available for use by local nonprofit organizations, schools and governmental units. Community Foundation events shall receive priority in meeting room usage.
2. Nature of the event: Conference rooms are designed to host gatherings that require tables and chairs. Events that require an open space without furniture cannot be accommodated. Commercial use, fundraising events, or private parties (i.e. wedding receptions, etc.) are not permitted.
3. Availability and frequency: In order to provide flexibility for room usage, reservations should be submitted at least 15 days prior to an event date. Rooms are available from 9:30 a.m. until 4:30 p.m., Monday through Friday. Organizations are eligible to use the meeting rooms up to 6 times per calendar year.
4. Cost: There is no fee for a nonprofit organization to use a conference room unless room setup is required or use of the room results in expenses for MPACF.

To reserve a meeting room, please contact Mt. Pleasant Area Community Foundation at 989.773.7322.

Meeting Room Spaces

Michigan Basin Board Room: This room features one conference table (22' X 10') that can seat 24 people. The setup of this room cannot be changed. The room features a ceiling mounted projector, video screen, access to wireless internet, and laptop plug in for presentations.

Morey Foundation Conference Room: This room features one large round table that can seat 6 people. The setup of this room cannot be changed. This room does not have capabilities for audio/video presentations but does have wireless internet access. This room is located on the second floor, accessible via stairs or an elevator.

Firstbank Activity Room: This room features one large table that can seat 8 people, a large desk with chair, and several other small movable tables. This room does not have capabilities for audio/video presentations but does have wireless internet access. This room is located in the lower level, accessible via stairs or an elevator.

Procedures

Organizations may request to use conference rooms when rooms are available and meetings do not conflict with activities scheduled by MPACF. MPACF meetings and activities have priority for room usage. MPACF reserves

the right to withdraw approval of room usage should an internal need arise. If a conflict should arise, MPACF will work with the organization to either relocate the meeting to another room or reschedule to another date. Based on MPACF priorities or policies, MPACF reserves the right to deny room usage to any organization.

Organizations agree to indemnify and hold harmless MPACF against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of MPACF facilities.

Meeting rooms will be available and reserved on a first-come, first-served basis, except in the instance that an MPACF event conflicts with a reserved date. No long-term or month-to-month agreements for usage of rooms will be made. One representative will serve as the primary contact for meeting room reservation, arrival, and departure.

There is limited parking behind the Hersee House (5 standard and 1 barrier free space). Meeting attendees should be instructed to park in nearby public parking spaces. There are 5 standard spaces and 2 barrier free spaces in front of the house on the east side of University Street. There are 18 parking spaces along Illinois Street to the north of the house. Additional public parking is available along other nearby streets and parking lots.

No smoking is permitted in the building or on the property. Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, live animals or weapons of any kind are not permitted. Service animals are permitted. Tape, nails, thumb tacks, putty or any other items that may affect the appearance of the walls are not allowed. Deliveries for meetings may be made only on the date of the meeting and a member of the organization must be present to accept them. MPACF will not provide copying, faxing, or secretarial services. Children must always be under the care and supervision of adults.

Organizations are encouraged to visit the Hersee House in advance of requesting use of a meeting room in order to become familiar with the space. Since some meetings will require catering and other setup, MPACF recommends that the organization's representative arrive at least 30 minutes prior to the meeting start time.

Arrival Procedures:

- Check in with reception desk or Administrative Assistant. If appropriate, provide a list of attendees.
- Look over the room to confirm it is suitable for the meeting.
- If using the room's technology, set up laptop and internet access as appropriate.
- Inform all attendees of the following:
 - Staff offices and common space are adjacent to our meeting rooms, and sound travels easily through these areas. Please refrain from talking loudly so as to avoid disturbing others.
 - MPACF telephones should not be used to make outgoing calls. The Do Not Disturb button on the handset (marked by "DND") should be pressed to silence the phone during incoming calls. When this button is pressed, a blue light shows and calls will not disturb the meeting.
 - Meeting attendees should remain in the designated meeting room or lobby areas. If you would like a tour of the Hersee House, please ask a staff member or reception desk volunteer.
 - An accessible restroom is located just outside the northwest corner of the Board Room next to the copy room on the first floor. Another unisex restroom is located on the second floor just west of the landing.

Departure Procedures:

- Check to be sure the room is as you found it. Chairs should be returned to their original positions. Table tops should be cleared and clean. Carpet should be free of dirt and stains. Walls should be in their original condition. Audio visual equipment should be in its original working condition. All items brought to the meeting should be removed.
- Trash containers should be emptied if excessively full or if they contain food waste.
- Check out with the reception desk or Administrative Assistant. Confirm that all meeting attendees have departed.