

Eligibility Criteria

Eligible Organizations: Communities Foundation of Texas (“CFT”) is pleased to offer meeting space on a limited basis to nonprofit charitable organizations. The facility is intended first to support the ongoing work of the Foundation and then to support our partner organizations. These facilities are not available for private parties, showers, receptions, or religious, political or fundraising events.

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

Each organization using the facility (“host organization”) shall designate a single point of contact to CFT 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 up to two times per year.

Rooms Available for Use:

- Community Room – 300 seats auditorium style or 200 at round tables, basic A/V available,
 - CFT has 260 parking spaces, up to 300 chairs and a variety of table shapes and sizes available for use at no additional charge.
 - **All events consisting of 250 guests or more will require parking lot attendants or valet service at the expense of the hosting organization.**
- CFT Board Room – 20 seats around a conference table, basic A/V available,
- Training Room – 16 seats around a conference table,
- Library – 5 for small conversation or 4-5 at a round table,
- Prefunction – 100 seats auditorium style or 64 at round tables.

A residential-type kitchen, a full-service commercial kitchen and a serving area are located near these spaces and are available for use by CFT approved caterers.

- Bluebonnet Room – up to 30 guests in a variety of configurations due to modular tables, lectern, basic A/V available,
- Mockingbird Room – 10 seats around a conference table,
- Pecan Room – 8 seats around a conference table,
- Trinity River Room – 12 seats around a conference table, basic A/V available,
- Live Oak Room – 8 seats around a conference table, basic A/V available.

A small kitchen with ice-maker, microwave, refrigerator and two warming drawers and a serving area is available near the above listed rooms.

- Wildflower Room – 8 seats around a conference table.

Hours of Use: The Mabel Peters Caruth Center is open Monday through Friday between the hours of 8:00 am and 5:00 pm. Meeting and event space is available between the hours of 8:00 a.m. and 5:00 p.m. **Please allow 30 minutes for set-up and clean-up within the Foundation’s regular hours.** **Please note:** The facility is not available at other times including weekends or holidays. **Exceptions to this policy, for evening use, are granted on a very limited basis and are subject to an hourly over time fee.**

Food and Beverages: Food and beverages are allowed in the meeting rooms; however, no alcoholic beverages are allowed during business hours. **All alcohol must be served by a TABC Certified Bartender.** Alcohol may not be made available for purchase at any time by guests. CFT will provide a list of approved caterers for food and beverage services. All caterers must have a Certificate of Liability Insurance on file with CFT in order to deliver food and services. Because of liability issues, no food or open alcohol can be removed from the premises. **CFT cannot provide coffee, soda, water, cups, condiments, dishes, glassware, silverware, tablecloths, napkins, etc.** **These items 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 CFT in providing a clean and safe environment for our guests. CFT will provide Clorox Wipes for the organization's use. If bulk trash accumulates, all bulk trash must be removed from the room and placed in the dumpster located off of the loading dock.

Announcements: Notices, invitations, or announcements in connection with the use of the Mabel Peters Caruth Center should include the full name and address of the Foundation:

Communities Foundation of Texas
Mabel Peters Caruth Center
5500 Caruth Haven Lane at Central Expressway
Dallas, Texas 75225-8146

Please **do not** include the Foundation's telephone number since we are unable to give information about your meeting. As soon as a draft copy of the notice, invitation, or announcement is available, please provide it to the Facilities & Events Manager (Fax: 214-346-5511 or icausey@cftexas.org) for approval prior to distribution.

Decorations: Walls in the meeting rooms are covered in tucked fabric, therefore **NO** items, including push pins, tacks, tape, or post-it style notes or flip charts are allowed to be affixed to the walls because of the damage they may cause. **Host organization must provide own easels, white boards, flipcharts, markers, etc.**

Fees: Please see the chart below for details on minimum fees and other charges pertaining to use of space at CFT. Should event activities extend beyond the 8:00 a.m. – 5:00 p.m. operating hours, overtime charges will be assessed in addition to the fees noted below. All catering arrangements and rental costs associated with each meeting are the responsibility of the host organization.

Board Room & Bluebonnet w/ existing tables and chairs	\$300 each
Community Room, Prefunction & Lobby	\$300 each
Bluebonnet w/ special setup	\$450
AV Support Fee (Included in Community Room, Board Room & Bluebonnet Fee)	\$50 /day/room
Rush Setup Fee - Applies to short turn-around time between events	\$150
Outside Business Hours Rate (OBH) - Any time CFT staff is onsite to service an event	\$100 /hr
Unplanned Outside Business Hours Rate (UOBH) – Additional time needed to service an event	\$200 /hr

ALL EVENTS MUST BE PAID IN FULL TO CONFIRM THE RESERVATION ON THE CFT CALENDAR

As a 501(c)3 public charity, CFT Welcomes additional donations, over and above the fees noted, in recognition of the quality of the facilities and services provided to the community.

In the event of damage to the rooms or equipment, the host organization will be responsible for reimbursing CFT for repair and/or cleaning required. CFT 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 CFT; 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: Audio-visual equipment should be requested ten working days prior to the date of the meeting. **Input in the Community Room is via HDMI ONLY.** CFT will provide contact information for our approved audio-visual vendor. Contact CFT for any exceptions. **Use of any systems and/or equipment will result in the assessment of the \$50 AV Support Fee; this fee is already included in the Community Room, Board Room and Bluebonnet Fee.**

Insurance Requirement: For events or meetings with 100 people or more in attendance and/or lasting over 2 hours or events that serve alcohol, the host organization must hold a minimum of \$1,000,000 per occurrence of general liability insurance. A copy of the Certificate of Insurance naming CFT as an additional insured should be attached to the completed Meeting Request Form. If this is not available, please discuss it immediately with the CFT Events Team.

Room Reservation: The Foundation will confirm reservations no more than 60 days prior to the event date. Reservations will be accepted from eligible organizations on a first-come, first-served basis.

Reservation Cancellation: Please provide at least ten working days' notice of room cancellation. Failure to do so will result in an assessment of the facilities service fee.

Smoke-Free Building: The Mabel Peters Caruth Center is a smoke-free environment.

Concealed Weapons: CFT prohibits entry on/in its property/building of any person who is carrying a firearm or other weapon, including concealed handgun licensees, except authorized security personnel and law enforcement officials.

Parking: Parking is available at no charge. There are 260 parking spaces. Host organizations are encouraged to use the parking lot to the south of the building. Valet parking will be at the expense of the host organization. CFT can provide you with a list of approved valet or parking companies that have a Certificate of Liability Insurance on file with us.

Inclement Weather: CFT reserves the right to cancel meetings or revise business hours in case of inclement weather conditions, such as ice, snow, freezing rain, etc. **In general, CFT will follow the decision of the Dallas Independent School District. If the District closes due to severe weather, our facilities will also be closed to non-CFT employees.**

If inclement weather causes you to cancel, please contact the Facilities & Events Manager immediately upon making that decision (214-750-4131).

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

Aromatic and Other Prohibited Substances: No incense, candles or strong odor-producing items are allowed. No open flames are permitted in any form.

Check-in and Check-out Procedures: A designated representative must check in with a member of the CFT events team upon arrival and check out before leaving. Please allow sufficient time for the receptionist to locate a staff member to walk the spaces with you prior to leaving the property.

CFT Welcome: All organizations hosting community convenings should allow time for a member of the CFT staff to welcome their group. A welcome typically consists of presenting the mission, vision and values of the Foundation in the form of brief remarks at the beginning of your event. A member of our staff will be in contact to coordinate the best time for this welcome with respect to your event's agenda.

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

Organization: _____ Date of Event: _____ Hours in Building: _____

Space Reserved: _____ Facilities Service Fee: _____ AV Support Fee: _____

Outside Business Hours: _____ OBH Rate: _____ UOBH Rate: _____ Total: _____

Additional Donation: _____

Overtime charge estimated on times given at booking. Additional charges will be assessed based on actual hours in the facility.

Printed name of representative/Title

Signature and date



Mabel Peters Caruth Center Meeting Room Request

Organization: _____

Organization Address: _____

City, State, Zip: _____

Name of Event: _____

Date(s) of Event (Month/Day/Year): _____

Day of the week: Monday Tuesday Wednesday Thursday Friday

Number of Anticipated Attendees: _____

Actual hours of meeting (please indicate am/pm): _____

Hours in building (including setup/tear down): _____

Contact Person at the Event: _____

Phone: _____ Cell: _____ Fax: _____

E-mail: _____ Website: _____

Room Requested: Community Room Training Room Board Room Prefunction Lobby Bluebonnet Room

Other: _____

Room Setup (tables/chairs – please attach diagram if possible): _____

Will you be serving: Breakfast Lunch Dinner Light Refreshments Alcohol

Caterer Selected (if known): _____ Contact: _____ Phone: _____

Special Needs/AV Needs: _____

Please note: We may contact you regarding a CFT staff member providing a Welcome at the beginning of your event.

Facilities Fees: Credit Card Check Cash Charge CFT Fund _____

All payments please send ATTN: Lisa Causey or Rebecca DeButts

If paying by Card: Please visit <https://www.cftexas.org/facilities-payment> to enter your information.

What is your connection with CFT (check all that apply)?

Current Fund/Donor Grant Recipient Internal/Employee Other: _____

Signature: _____ Date: _____

Title: _____

Please complete this form and return it to CFT via email (lcausey@cftexas.org or rdebutts@cftexas.org) so that we have the appropriate information to determine whether the organization is eligible and if the event can be accommodated on the date(s) requested.

For Internal Use Only: Room Setup HVAC Doors Fee Invoiced Fee Paid Insurance on File