The Jim & Cheryl Jordan Leadership & Learning Center at the Benton Community Foundation
Acceptable Use Guidelines & Agreement Form

USAGE ELIGIBILITY

The mission of the Benton Community Foundation is to enhance our community through philanthropy. The purpose of the Jim & Cheryl Jordan Leadership & Learning Center (JCJ-LLC) is to promote learning and leadership opportunities by offering a collaborative workshop space for 501c3 nonprofits, affiliates of 501c3 nonprofits and/or fiscal sponsors, community groups and businesses. The JCJ-LLC can be reserved for clinics, workshops, retreats, or meetings.

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

The Benton Community Foundation facilities **cannot** be used:

- for providing direct services,
- 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 one year in advance. The Foundation reserves the right to authorize use of the JCJ-LLC subject to its availability. Space preference will be given to 501c3 nonprofit organizations and may be based on staff FTE, population served, and other factors that help community benefit organizations meet their missions. Submitting a request does not guarantee a reservation. The review process may take up to 72 hours.

GUIDELINES

1. Food & Beverages

Food and beverages may be served in the JCJ-LLC; however, they must be removed immediately upon the conclusion of your event. You are responsible for your catering arrangements. Please contact facility@bcfgives.org to request additional items that may be available to support your event needs.

There is no food preparation available on site and food cannot be stored on the premises in preparation for or after the conclusion of a meeting. The kitchen space consists of multiple countertop spaces, two sinks, a large refrigerator, icemaker, outlets, coffee makers (2), air pot coffee dispensers (4), and dishwashers (2). Coffee may be provided for your event upon your written request.

2. Alcohol Service at Events

Alcohol is not permitted at this time.

3. Facility Amenities & Set-Up

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

Jim & Cheryl Jordan Leadership & Learning Center

Community Center Room (Approx. 35' x 36' = 1260+ sq feet) & Catering Kitchen

- Capacity - Maximum 60 seated
- Tables - 27, 18" deep x 66" wide rectangular flip top, rolling tables
- Chairs - 60 armless chairs with casters
- Buffet - 2 buffet stations with electric outlets
- Other - Mounted glass boards, wireless internet, microphone and speakers, connected through 85" and 65" (2) televisions with streaming and OWL video conferencing capabilities.

LTC Michael T. Rainbolt Ret. and Burmah A. Rainbolt Honoring Veterans and Patriots

Community Conference Room (Approx. 14' x 24' = 336+ sq feet)

- Capacity - Maximum 20 seated including 6 adjacent bench seats
- Tables - 14, 24" deep x 60" wide rectangular flip top, rolling tables
- Chairs - 14 armless chairs with casters, 3 two person padded benches
- Buffet - Single station with electric outlets and adjacent mini fridge
- Other - Wireless internet, 65" television with streaming and OWL 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). Organizations using the JCJ-LLC are welcome to test technology equipment up to two weeks prior to the event by contacting facility@bcfgives.org. The Foundation **does not** provide technical support for organizations using the JCJ-LLC. If needed, instructions are provided online and on site.

1. Smoking

The Benton Community Foundation property is non-smoking. No exceptions.

2. Hours

The space is available for use Monday through Thursday from 7am to 9 pm and Fridays from 12pm to 9pm. For additional dates and times contact facility@bcfgives.org. Noise and activity level must be controlled and must not interfere with other guests or the Foundation's business operations. Scheduling times for the space will adjust as we evaluate usage patterns.

3. Signage

Meeting signs may be posted only on portable signs and electronic devices as provided by BCF.

4. Parking

Limited parking spaces, including one accessible parking space, are located directly West of BCF's offices. Additional parking for up to 15 vehicles is located at 555 NW Van Buren Avenue, adjacent to BCF offices. Both parking areas are reserved for Foundation volunteers, staff, and guests. Various street parking is also available in the surrounding neighborhoods.

5. Cleanup

Follow the "Check out procedures" sheet that was provided to your organization upon arrival. Your organization is responsible for general cleanup after your event. Cleaning supplies such as disinfectant wipes, vacuum, and mops are provided in the custodial closet on site. The Foundation reserves the right to charge your organization for the cost of cleanup (up to $250).

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

7. Damages
If damages occur while using the JCJ-LLC, the organization will be responsible for any costs incurred.

8. Foundation Support
- Inquiries regarding the space should be made by email to facility@bcfgives.org. Staff can be contacted by phone at (541)753-1603 or in person at the BCF offices Monday - Thursday from 10 am - 2 pm.
- To keep the space affordable for users, staff are generally not available to support your event needs.
- BCF does not provide copying, faxing, or administrative services as part of the agreement to utilize the JCJ-LLC.
- BCF 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 BCF of any organization's mission or activities or impact future funding.
- Organizations are not permitted to use BCF's name (other than as a reference to the meeting event location) or logo in any advertising, marketing, website, social media, or other publication materials without the Foundation's express written consent.

	BCF Agency Fundholders	501c3 Nonprofits	Community
Full facility - full day	$0	$75.00	$750.00
Full facility - partial day (4 hours or less)	$0	$50.00	$500.00
Jordan - full day	$0	$75.00	$550.00
Jordan - partial day (4 hours or less)	$0	$50.00	$350.00
Rainbolt - full day	$0	$0	$300.00
Rainbolt - partial day (4 hours or less)	$0	$0	$200.00

**Please include setup and cleanup time in calculating your Usage Fee.*
**BCF agency fundholders receive *four (4) all-day reservations annually, subject to availability.*
****If your organization is an affiliate of a 501(c)(3) nonprofit or is associated with a fiscal sponsor, it qualifies under the 501(c)(3) nonprofit category.*

ETHICAL STANDARDS
The Benton Community Foundation presumes all organizations hosting events at our facility will uphold high ethical standards and behavior and observe nondiscrimination to create a culture of belonging, a workspace where equity, diversity, and inclusivity are expectations, everyone's responsibility, and a practice of all guests.

EMERGENCY CONTACT
In the event of an emergency before, during, or after your event, contact 911.

Staff are generally not available to support your event. Inquiries regarding the space may be made by email to facility@bcfgives.org, by phone at (541)753-1603 or by appointment with BCF staff Monday - Thursday from 10 am – 2 pm.

RESERVATION PROCESS & CONFIRMATION

Reservations must be booked at least 7 business days before the space is needed. Reservations are considered confirmed **only** when the following are received and acknowledged no less than 2 business days prior to the event:

1. Completed Agreement & Fee form (provided after availability is confirmed).
2. Payment of the Usage Fee. Any overage will be invoiced after the event.