Joan Palevsky Center for the Future of Los Angeles Policies and Procedures Guide

PURPOSE

The Joan Palevsky Center for the Future of Los Angeles (JPC) serves as California Community Foundation’s (CCF) state-of-the-art convening space. Located at 717 W. Temple Street in Downtown Los Angeles, our convening space consists of five (5) meeting rooms of various sizes. The purpose of the space is to allow groups to come together to advance positive social change, strengthen the nonprofit sector, and create a better future for Los Angeles as a whole.

RESERVATION GUIDELINES

Eligibility

The JPC is intended to host cross-sectoral convenings that advance issues related to strengthening communities. The Palevsky Center may not be available for commercial, religious, private, or family events.

CCF requires all organizations holding convenings in The JPC to follow all federal and state laws as well as CCF business standards related to health, safety, security, and anti-discrimination practices.

CCF reserves the right to deny use of the JPC to any organization or entity. Further, any breach of these policies may result in cancellation of the host organization’s reservation and forfeiture of any paid deposits.

Availability

The JPC may be reserved Monday through Fridays, between 8am and 5pm. Setup may begin no earlier than 7am and clean up may end no later than 7pm. The JPC is currently not available for weekend or after-hours use.

CCF reserves the right to cancel reservations, with or without notice, based on its own business needs and/or building emergencies.

Reservations

Reservations may be made up to three (3) months in advance of a convening date and must be made by submitting The JPC Reservation Request form online. Organizations may request to use any or all meeting rooms. Use of the lobby and/or patio area is not guaranteed. Please be advised that concurrent events may be booked in The Palevsky Center, before, during, or after your event. You will be notified if another meeting is taking place at the same time as your event. We ask that you be respectful of other groups using the facilities.
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CCF will place a hold on dates for approved events. A reservation for use of The JPC is confirmed only upon receipt of the following:

- Certificate of insurance for general comprehensive liability insurance, commercial general liability, commercial auto liability with limits of at least $1 million per occurrence, naming the California Community Foundation as the certificate holder.
- Completed and signed Indemnification Agreement and Liability Waiver naming the California Community Foundation as the certificate holder.
- A copy of the organization’s 501(c)3 letter verifying tax-exempt status (if not already on file).

Costs and Fees

JPC is available to non-profit and certain for-profit organizations. Costs and fees will be determined at the time of reservation. If additional security, janitorial services, and furniture items are needed, a day rate may be charged to cover the costs. (see page 10 for day rates)

Organizations may also incur additional fees for COVID-sanitizing, equipment, and/or facility damage. The facilities may not be used for commercial purposes or fundraising.

Cancellations

Organizations must notify CCF about a cancellation a minimum of three (3) business days before the scheduled date of a convening or forfeit any and all deposits.

MEETING ARRANGEMENTS

Parking

All convening events require attendees to park offsite. CCF recommends carpooling or public transportation whenever possible. If parking is needed, there are two options in close proximity to our building:

- The Music Center – 135 N. Grand Avenue, Los Angeles, CA 90012
  - Walking distance - .3 miles
  - Approximate walking time – 6 minutes
  - Hours of Operation: Mondays 6:00am - 10:30pm & Tuesday – Friday 6:00am -Midnight
  - Rate - $3.50 every 15 minutes, $20 daily maximum*

- Cathedral of Our Lady of Angel – 555 w. Temple St., Los Angeles, CA 90012
  - Walking distance - .3 miles
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- Approximate walking time: 6 minutes
- Hours of Operation: Monday – Friday 5:30am to 5:30pm
- Rate - $4 every 15 minutes, $24 daily maximum*

- The Department of Public Health Building- 313 N. Figueroa St. Los Angeles, CA 90012
  - Walking distance- 450ft
  - Approximate walking time: 3 minutes
  - Hours of Operation: Mon- Sun 6am- 5:30pm

* Rates are subject to change, without CCF notice.

Accessible Parking
For all accessible parking accommodations, please contact the Convening and Guest Services Associate.

Public Transportation
LADOT
CCF is easily accessible by the DASH Bus Route B Chinatown, Financial District. Heading north and south the stop is located at Grand Ave and Temple St. Walk one block west. The Dash Bus Route A Arts District, City West is also a short walk up from Figueroa St. The stop is located at the corner of Diamond St. and Figueroa Street next to the LADBS building. Walk one block north up the N. Figueroa St. side road ramp to Temple St.

METRO Rail
CCF is two blocks from the Civic Center/Grand Park Metro Station. Exit the station’s north entrance from Grand Park. Walk West on Temple or through the Park and Music Center. Coming Soon: (Grand Ave Arts/Bunker Hill Station – located at 2nd Pl/Hope St)

Bike
Bike racks are available on site in front of the building and inside the Temple St garage. Metro Bike Share station is located at Grand Ave and Temple St. next to the Cathedral of Our Lady of the Angels.

Food, Beverages, and Alcohol
Food and beverages are allowed in The Palevsky Center. Catering may be arranged from a list of CCF-preferred caterers. Alcohol must be pre-approved prior to serving. Please contact our Convening & Guest Services Associate before your event.
Convening host(s) are responsible for making any catering arrangements and meeting the caterer upon arrival to receive delivery. CCF does not provide water, coffee, or tea service, so each host is responsible for such arrangements if desired.

Convening host(s) are responsible for cleanup and catering pickup. Space to store food is not available. Catering materials may not be left overnight. Arrangements for pick-up must be made between convening host(s) and catering team(s).

If an organization elects to utilize a non-CCF preferred caterer, certificates of insurance will be required to be submitted prior to the date of event. All third-party vendors are required to adhere to CCF’s COVID-protocols.

Café/Patio Use

Organization host(s) should receive pre-approval to use café seating and/or patio areas with convening reservation. The café point of sale area (the island and the area behind it) and kitchen are not available for use. Please contact our Convening and Guest Services Associate for more details. Additional fees may be charged.

Room Set-up

Organization host(s) and CCF staff will partner on room setup, technical needs, and any other convening and/or building needs.

When reserving a space, please confirm room set-up as well as number of guests at least 3 business days in advance to allow for necessary preparations. Please make sure to include any special needs, particularly around ADA requirements.

Audio Visual

Please notify CCF of any audio/visual needs up front. The Palevsky Center is equipped with large-screen projection screens and LCD monitors that are connected to desktop PCs and available for users of the space. Any materials saved to the computer will be deleted following your meeting. Note that you are responsible for providing any necessary adaptors (for Mac users), flash drives, etc.

If you plan to show a DVD or video, we recommend that you provide your own laptop, or other system, to ensure that the DVD/video is compatible. Note that the device needs to have an HDMI connection.

The 219, 221, and 226 spaces include wireless microphones and complimentary guest wireless internet access is available throughout the 2nd floor.
CCF staff will assist in setting up any presentations and/or equipment but cannot be responsible for operating equipment or presentations during your meeting. You are responsible for managing your group’s presentation.

**Equipment Rentals**

Outside rentals are not permitted without prior approval from CCF. If approved, all third-party vendors are required to adhere to CCF’s COVID-protocols.

**Invitations**

CCF must review and approve invitations prior to finalizing, to ensure that the foundation and its convening center are properly represented and address, directions, etc. are accurate.

**Signage / Visual Display Materials**

Portable directional signs to the Palevsky Center are available to direct convening attendees to the facility. Event signage must be placed in sign holders or on easels. Signs, decorations, or any other materials may not be mounted on exterior or interior walls, furniture, windows, or building exteriors. Such signage or display materials must be approved by CCF and the management office prior to the event and must be removed following the event.

**DELIVERIES, STAFFING AND LOGISTICS**

**Loading and Unloading**

A list of all deliveries and unloading must be submitted to CCF three (3) business days prior to the event along with expected arrival times of any pre-event set up crew.

**Porters**

Porters may be available to help load and unload items if arrangements are made in advance.

**Support Staff**

CCF staff are available to provide walk-throughs of the center before a convening and limited technical assistance during a convening such as with the setup of AV equipment and presentations.
CCF staff are not available to assist users with business services such as photocopying, faxing, event registration, etc.

**Media**

Any media presence at the JPC requires advance notification of CCF. Users must notify CCF staff if they are inviting or expecting members of the news media.

**Post-Meeting**

Convening host(s) are responsible for all post meeting cleaning up, including discarding leftover food, trash, convening materials. CCF will partner with convening host(s) on room restoration.

**Noise Levels**

Noise and activities in and around the JPC must be managed so as not to interfere with other activities in the building.

**Personal Belongings**

CCF is not responsible for lost or left behind items of host organization or its guests. This includes personal property or equipment brought into space. Overnight storage is not available.

**Damages**

Organizations are responsible for any damage caused to the facility, equipment, furnishings, or surrounding grounds, and for immediately notifying CCF staff should something occur.

**SAFETY AND ACCESSIBILITY**

**ADA Accessibility**

The JPC is designed to accommodate those with special needs and disabilities. The restrooms are equipped with handrails for persons in wheelchairs. If disabled parking is necessary onsite, please contact our Convening and Guests Services Associate.
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Guide dogs and assistance animals for people with disabilities are permitted in the Palevsky Center but must be on a leash at all times and muzzled, if necessary. No other animals are permitted.

CCF and the Palevsky Center do not offer in-house assistance or support with simultaneous language translation services or provide assisted listening devices. CCF may be able to offer suggestions on translation or hearing service providers.

**Fire Safety**

Host(s) organizations and their attendees must observe all fire safety rules and regulations. Host(s) should familiarize themselves with CCF’s fire and safety protocols prior to start of event.

Cooking over an open flame, liquid or solid, is not allowed inside or outside the Palevsky Center. Candles and gas space heaters are also not permitted.

All décor items must be fire retardant.

**Smoking**

CCF and the JPC are smoke-free environments.

**ADDITIONAL DOCUMENTS**

Indemnification Agreement and Liability Waiver
California Community Foundation (CCF) is pleased to confirm that the Joan Palevsky Center for the Future of Los Angeles, located at 717 W. Temple St., Los Angeles, CA 90012 (the “Event Location”) will be the site for your event (the “Event”). Your organization will be identified as the event sponsor (the “Host”).

This document is intended to serve as an indemnification agreement and liability waiver between the parties relating to the Event.

**Indemnification**: The Host agrees to indemnify and hold harmless California Community Foundation, its officers, board of directors, employees, and agents from and against any and all loss, cost, expense, liability, or damage, including, without limitation, all attorneys’ fees and costs, arising out of or in connection with the Host’s use of the Event Location premises and/or caused in whole or in part by any of Host’s guests, employees and/or subcontractors.

**Insurance Coverage**: The Host agrees that it shall, at its own expense, place and maintain all necessary insurances covering their activities while at the Event Location.

**Relationship of Parties**: It is agreed that the Host and its members, agents and/or employees are solely responsible for their own actions and have no relationship to CCF as partners, joint ventures, employees, or agents.

**Liability**: California Community Foundation does not assume responsibility for any personal property or equipment brought into the Event Location by the Host, guests, or agents. CCF is not responsible for Host property, equipment, or materials not removed from the Event Location at the conclusion of the Event.

**Governing Law and Venue**: This Agreement is governed by and construed under the laws of the State of California, United States of America. All litigation arising from or relating to this Agreement will be filed and prosecuted before any court of competent subject matter jurisdiction in Los Angeles, California. The parties hereto consent to the jurisdiction of such courts over them, stipulate to the convenience, efficiency, and fairness of proceedings in such courts, and covenant not to allege or assert the inconvenience, inefficiency, or unfairness of proceedings in such courts.

**Parking**: The Host understands that parking onsite or offsite is at their own expense and own risk. CCF is not responsible for any damage or theft to vehicles.

**Policies and Procedures**: The Host agrees to comply with all policies and procedures, including convening space utilization, information technology utilization, COVID-compliance, and safety and security protocols.
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Acceptance:

By signing below, the Host agrees and accepts the terms and conditions within this document.

Host Organization
By (signature): ______________________
Print: ______________________________
Title: _____________________________
Date: ______________________________

California Community Foundation
By (signature): ______________________
Print: ______________________________
Title: _____________________________
Date: ______________________________

Day Rates

Day Rates are based on a sliding scale up to $1,000.00 including incidentals such as additional security and janitorial services. Additional expenses may apply for damaged furniture and/or IT equipment.
Additional Considerations

- If there are multiple convenings with 50 or more attendees happening simultaneously, extra security and janitorial services will be needed.
- Request for additional furniture/IT equipment.
  - CCF can determine if the request is reasonable.
- Request use of patio.
  - Clean-up is the responsibility of host(s).
  - No additional charge for patio use.