



**Policies and Procedures for Users of
California Community Foundation's
Joan Palevsky Center for the Future of Los Angeles**
281 S. Figueroa Street, Suite 100, Los Angeles, CA 90012

The *Joan Palevsky Center for the Future of Los Angeles* is a facility of the California Community Foundation (CCF) dedicated to convenings on philanthropy, civic engagement and issues of importance to communities of Greater Los Angeles, and for the business of the foundation and affiliated organizations. The vision for the space is as a place where diverse groups can gather to advance positive social change, strengthen the nonprofit sector, and increase the understanding of philanthropy in Los Angeles.

Reservation Guidelines

Eligibility

The Palevsky Center is available for use by organizations whose work is aligned the California Community Foundation's mission of strengthening Los Angeles communities through effective philanthropy and civic engagement. The space is intended to host cross-sectoral convenings that advance issues related to this mission. The facilities are not available for meetings to conduct the regular business of an individual organization, such as board meetings.

The following organizations affiliated with CCF are also eligible to use the Palevsky Center:

- Committees of the Board of Directors
- Affiliates / Supporting Organizations
- Advisory Committees
- Scholarship Committees

The Palevsky Center is not available for commercial, religious, private or family events.

CCF requests that all organizations holding convenings in the Palevsky Center and the staff, invitees and guests of such organizations conform to all federal and state laws and common business standards to insure that their convenings and actions relating to such convenings are conducted without regard to age, race, religion, gender, origin, physical abilities, etc.

CCF reserves the right to deny use of the Palevsky Center to any organization or entity. Further, any breach of these policies may result in cancellation of the host organization's reservation.

Availability

The *Palevsky Center* is available for use by external organizations on Mondays, Wednesdays, and Fridays during regular business hours: 8:30 a.m.-5:00 p.m. Setup may begin no earlier than 8:00 a.m. and Clean up may end no later than 5:30 p.m. The center is reserved for CCF events on Tuesdays and Thursdays and is not open on weekends.

The Park DTLA gates are open from 6:00 am to 7:00 pm Monday through Friday.

Reservations

In order to provide flexibility and opportunities for all eligible organizations, reservations may be made on a first-come, first-serve basis for a maximum of one (1) time every three (3) months.

Reservations may be made up to six (6) months in advance of a convening date and must be made by submitting *Palevsky Center* Reservation Request form online.

Organizations may request to use any or all rooms and the lobby if they are available and use does not conflict with other activities in the center. Please be advised that concurrent events may be booked in the *Palevsky Center* Board Room and Conference Room, if you are using only one space. 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.

In the rare case that CCF needs the *Palevsky Center* for an internal meeting, we may ask outside users to reschedule.

CCF will place a hold on dates for approved events. A reservation for use of the *Palevsky Center* 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, Figueroa Courtyard LLC, Figueroa Courtyard Member LLC, MKRRP Figueroa LLC, RRP Figueroa LLC, and Rising Realty Partners, LP.
- Completed and signed Indemnification Agreement and Liability Waiver naming the California Community Foundation as the certificate holder, Figueroa Courtyard LLC, Figueroa Courtyard Member LLC, MKRRP Figueroa LLC, RRP Figueroa LLC, and Rising Realty Partners, LP as additional insured.
- A copy of the organization's 501(c)3 letter verifying tax-exempt status (if not already on file).

Costs and Fees

There is no rental fee to use the *Palevsky Center* during regular business hours (Monday-Friday, 8:30 a.m.-5:00 p.m.). Setup may begin no earlier than 8:00 a.m. and Clean up may end no later than 5:30 p.m.

Additional fees and cost may be billed after the conclusion of the event, if equipment or facility damage have incurred.

CCF reserves the right to require a \$250 deposit depending on the nature of the event.

Special cleaning services during the day will be at a rate of \$32.50 per hour (e.g. major spills, stains, etc.) with a (1) hour minimum.

Organizations using the *Palevsky Center* may not charge an admission or meeting fees except to cover such direct meeting costs as materials, speaker fees, or catering. 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 they will forfeit their deposit.

Meeting Arrangements

Food, Beverages and Alcohol

Food and non-alcoholic beverages are allowed in the *Palevsky Center*. Catering may be arranged from a list of CCF-preferred caterers, only. You are responsible for making any catering arrangements and meeting the caterer upon arrival to receive delivery. If you would like to serve coffee, tea and/or water, you or the caterer must supply it. CCF is not able to provide these amenities.

Canned heat (e.g. sterno) may be used to keep food warm, only with advance approval. All requests must be submitted for approval at least two (2) weeks prior to the event. When using canned heat, a security officer is required to be on site for fire watch at a rate of \$40 an hour with a 4 hour minimum. You are responsible for the cost of the security officer.

A fire extinguisher is also required for every two chafing dishes using open flame to heat or warm the dish. The only approved fire extinguishers are dry chemical (abc) classification - 4A60BC 10 pound with a visible gauge and fire Marshall approved inspection tags.

Catering companies are required to furnish the approved type and number of fire extinguishers with an updated inspection tag.

Alcohol is not permitted in the *Palevsky Center*.

Space to store food is not available, so food and beverage deliveries and pick-ups must be coordinated. Catering materials may not be left overnight so arrangements for pick-up must be made between you and the caterer.

Room Set-up

Please coordinate with CCF to ensure that the room is properly set for your group. When reserving the conference room, please confirm room set-up as well as number of guests at least 3 business days in advance to allow for necessary preparations.

Furniture in the Board Room and Green Room may not be moved.

Audio Visual

Please notify CCF of any audio/visual needs up front. *The Palevsky Center* is equipped with large-screen display 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 space includes microphones and conference phones in both the Board and Conference Rooms, as well as complimentary wireless internet access.

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. The *Palevsky Center* is equipped with the furniture and A/V equipment necessary for meeting and events.

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.

Parking

Parking for convenings in the *Palevsky Center* is available in the The Park DTLA lot by prior arrangement with CCF. The Park DTLA and CCF are not responsible for any damage to or loss of vehicles or losses from vehicles in connection with events.

CCF offers discounted visitor parking to guests using the *Palevsky Center*. The reduced parking rate with validation is \$15.00 per vehicle. Organizations that prefer to host parking can purchase validations from CCF at a rate of \$15.00 per validation (to cover CCF's direct cost). There are no in-and-out privileges.

The Park DTLA gates are open from 6:00 am to 7:00 pm Monday through Friday. The gates and motor courtyard gates are locked on weekends except by special arrangements.

Post-Meeting

Following your meeting, you are responsible for ensuring that all refuse is disposed of in the appropriate receptacle and the room is left in an orderly condition. In the event that all waste bins are full, you are responsible for removing excess garbage from the premises.

Please be sure to remove all meeting materials at the conclusion of your event.

Noise Levels

Noise and activities in and around the Palevsky Center must be managed so as not to interfere with other activities in The Park DTLA.

Use of cell phones is restricted to the lobby of the *Palevsky Center* insofar as it does not disrupt meetings, and in outdoor areas of The Park DTLA to minimize disruptions to the business of tenants.

Personal Belongings

CCF is not able to provide space to store supplies or personal belongings and is not responsible for personal property or equipment brought into the space. Overnight storage is not available.

Damages

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

Deliveries and Staffing

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.

Due to fire code, doors to the *Palevsky Center* may not be propped open.

Porters

Porters may be available to help load and unload items if arrangements are made in advance. Porters may be hired at an hourly rate of \$32.50 an hour with a 2 hour minimum through The Park DTLA if their services are required.

Support Staff

CCF staff is 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 is not available to assist users with business services such as photocopying, faxing, event registration, etc.

Media

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

Safety and Accessibility

ADA Accessibility

The *Palevsky Center* is a street-level facility with disabled access. The restrooms are equipped with handrails for persons in wheelchairs. Handicapped parking spaces are available in the parking structure of the complex.

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

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.

Canned heat (e.g. sterno) may be used to keep food warm, only with advance approval. All requests must be submitted for approval at least two (2) weeks prior to the event. When using canned heat, a security officer is required to be on site for fire watch at a rate of \$40 an hour with a 4 hour minimum. You are responsible for the cost of the security officer.

A fire extinguisher is also required for every two chafing dishes using open flame to heat or warm the dish. The only approved fire extinguishers are dry chemical (abc) classification - 4A60BC 10 pound with a visible gauge and fire Marshall approved inspection tab.

Catering companies are required to furnish the approved type and number of fire extinguishers.

All decor items must be fire retardant.

Smoking

CCF and the *Palevsky Center* are smoke-free environments. Smoking is only allowed in designated outdoor areas of the The Park DTLA.

In Case of Emergency

In the event of an emergency please notify CCF immediately by contacting Guillermo Flores at (323) 490-6368, or contact Ginny Renke at (310) 867-4010, if Guillermo is not available. CCF will contact Security One at (213) 447-2508 to implement a plan of action.

In the event you can not find your CCF representative:

For major emergencies please dial ("9" to dial out)-911 first, then Security One at (213) 447-2508

The Joan Palevsky Center is located at:
281 South Figueroa Street
Suite 100
Los Angeles, CA 90012

A First Aid/Emergency cabinet is located in the kitchen of the *Palevsky Center*.