



Susan Hirt Hagen Center for Transformational Philanthropy Training Room Reservation Policy

Eligible Organizations

Members of the Nonprofit Partnership may request access to our training room, pending availability. **Other nonprofit organizations, professional associations, and affiliated business may rent the room, pending availability.** Members of the Partnership will be given priority.

Scheduling

Organizations must receive approval to use this room. All rentals must be scheduled by contacting Erin Yates via email at eyates@yournpp.org. Openings fill up fast, so please make your reservation well in advance of your desired date.

The Training Room will be available for use **between the hours of 8:30 AM and 4:30 PM Monday through Friday**, with the exception of the following dates:

- New Year's Day
- Martin Luther King, Jr., Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Day after Christmas

Your group will not be permitted access to the building prior to 8:30 AM and will not be permitted to stay later than 4:30 PM.

If a group needs to cancel a reservation, we ask that they give as much notice as possible so that we may accommodate other organizations who wish to use the Training Room.

Technology

The Nonprofit Partnership will make available one laptop and one HDMI cable upon request. Please discuss your needs when booking conference space.

Food and Drink

Groups may bring food and drink into the Training Room. The Nonprofit Partnership will not store food prior to an event and does not offer any food or beverage service.

Parking

Reservation of the Training Room does not reserve or guarantee parking. On-campus parking is limited, so please plan to arrive a few minutes early so that you may find parking on the street.

Fees

Non-members will be charged to use the Training Room. Fees are as follows:

- 2 hours: \$200
- Half-day (8:30 AM – 12:30 PM or 12:30 PM – 4:30 PM): \$300
- Full-day (8:30 AM – 4:30 PM): \$400

When you submit your request, please indicate the date and time of your engagement. **Your requested time should take into account setup and breakdown time, if applicable.**

Furniture

When you submit your request, please indicate how you would like the room to be configured.



Theater – Seats 48 as shown



Classroom – Seats 18 as shown



Boardroom – Seats 20 as shown

Configurations pictured are meant to give an approximation of how the room will look. Please keep in mind, however, that we have a total of 48 chairs and 10 tables.