



center for nonprofit advancement

STRENGTHENING NONPROFITS IN GREATER WASHINGTON  
EDUCATION • NETWORKING • ADVOCACY • BUYING POWER

## CONFERENCE ROOM RENTAL INFORMATION & AGREEMENT

### The Center for Nonprofit Advancement’s Learning & Leadership Institute

The Center for Nonprofit Advancement’s Conference Room provides meeting space for nonprofits and other organizations. The room is available for rental Monday through Friday during the Center’s business hours (8:30 am to 5:00 pm). The conference room is not available for rental during Federal Holidays.

\* If set up or break-down time go beyond this time frame (8:30 am to 5 pm), there is an additional \$50 charge.

### Location, Parking & Metro

The Center for Nonprofit Advancement is located at 1666 K Street, NW, Suite 440, Washington, DC 20006. It is conveniently located one block from the Farragut North Metro Station (Red Line, K Street exit) and one block from the Farragut West Metro Station (Blue & Orange Lines, 17<sup>th</sup> Street exit). Underground parking is available through Colonial Parking at standard commercial rates. The entrance to the garage is on 17<sup>th</sup> Street, between K and I Streets. The Center does not validate parking.

### Meeting Facilities and Rates

Meeting facilities include two rooms (A & B) that jointly accommodate up to 50 participants. Separately, each room accommodates up to 25 individuals..

Meeting Facility	Theatre	Classroom	U-Shape	Hollow Square
Full (A & B)	50	50	27	30
Conf Room A	25	21	12	18
Conf Room B	25	24	15	18

NOTE: These numbers approximate maximum seating. Interested parties should visit the Center prior to making reservations.

The Center’s meeting facilities are available for rental Monday through Friday, 8:30 am – 5:00 pm. (The office is closed on Federal holidays.)

Room rental rates are calculated on an hourly or daily basis.

Meeting Facility	Center for Nonprofit Advancement MEMBER	Security Deposit	Nonprofit Rate	Security Deposit	Business Rate	Security Deposit
Full Conference Room	\$75/hour	N/A	\$125/hour	N/A	\$175/hour	N/A
	\$375/day	\$75	\$700/day	\$140	\$900/day	\$200
Conference Room A	\$50/hour	N/A	\$100/hour	N/A	\$150/hour	N/A
	\$200/day	\$50	\$400/day	\$100	\$600/day	\$150
Conference Room B	\$50/hour	N/A	\$100/hour	N/A	\$150/hour	N/A
	\$200/day	\$50	\$400/day	\$100	\$600/day	\$150

## Audio/Visual Equipment

Basic audio/visual equipment and general meeting supplies are included by the Center. This basic equipment includes:

- LCD/ Television Projector
- Screen
- Laptop Computer
- Overhead Projector
- Extension Cords
- Speaker Phone

Other various meeting supplies include an easel with pads, white boards, dry-erase markers, and scotch and masking tape. There is also a mini-refrigerator available for use in Room B only.

## Reserving Meeting Space

Please complete the Application for Meeting Space and Conditions for Rental Form sheets and submit them to the Center for Nonprofit Advancement by email: [seans@nonprofitadvancement.org](mailto:seans@nonprofitadvancement.org), ATTN: Conference Room Coordinator. If your request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment has been made and the renting organization has received written confirmation of the reservation from Center staff.

## Payment

The Center accepts VISA or MasterCard and checks as payment. All room rentals must be finalized and paid in full one week before the scheduled reservation date.

## Confirmation & Cancellation Policies

Once the completed application and security deposit, if any, are received, Center staff will confirm the reservation in writing via fax or email.

Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes five (5) business days for cancellations of Conference Room A or B, and ten (10) business days for cancellations of the full conference area (Rooms A & B). When there is adequate notice, the renting organization will be refunded their reservation payment minus a \$50 administrative fee. If there is a security deposit, the fee will be taken from the deposit with the balance sent to the renting organization within 4 weeks. When there is NOT adequate notice, the renting organization will be charged the full room fee.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

**The Center for Nonprofit Advancement reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies became effective January 2009.**

## CONDITIONS FOR RENTAL FORM

The following rules govern use of meeting space in the Center. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- **The Center meeting facilities are equipped with tables and chairs that may be re-arranged provided the renting organization returns the room to its original configuration. *Renting organizations are entirely responsible for their own set up; the Center staff is not available to assist with this function, unless the Set-up fees are paid for and booked in advance.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. This includes returning tables and chairs to pre-event order and proper disposal of trash.**
- **Meeting activity is restricted to the rented conference room area. Meeting materials, may not be set up in the hallway, and meeting participants may not congregate in the hallway. The renting organization is responsible for communicating this to its meeting participants.**
- **Food and non-alcoholic beverages are allowed. Renting organizations must sign for delivery of their catering orders and are responsible for all set up and clean up. The Center will not place orders with caterers.**
- **The Center's meeting facilities are located in the Center for Nonprofit Advancement suite. Meeting participants must enter the Conference Room through the hallway access doors. Meeting participants are NOT to enter the office suite of The Center. The renting organization is responsible for communicating this to its meeting participants.**
- **Use of phones, desks or other items in the offices of Center for Nonprofit Advancement staff and its sub-tenants is prohibited.**
- **The renting organization is responsible for ensuring the return of key fobs used to access the restrooms. If a key fob is lost, the organization will be charged a \$50 replacement fee.**
- **The Center requests that each renting organization designate one person to handle all communications and transactions with the Center. That designated person must be on-site throughout the rental period.**
- **The Center reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.**

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Organization Contact

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Date

# Application for Meeting Space

Organization \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip Code

Contact Person \_\_\_\_\_ Title \_\_\_\_\_  
Please print

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Is your organization a member of the Center for Nonprofit Advancement? \_\_\_\_\_

Meeting Date \_\_\_\_\_ Set Up Begins \_\_\_\_\_ AM/PM

Meeting relates to organization's mission \_\_\_ Yes \_\_\_ No Meeting Begins \_\_\_\_\_ AM/PM

Number of Meeting Participants \_\_\_\_\_ Meeting Ends \_\_\_\_\_ AM/PM

Clean Up Ends \_\_\_\_\_ AM/PM

TOTAL # OF HOURS \_\_\_\_\_

## RENTAL RATES

### Center Member Rate

Conference Room A- \_\_\_ Hours x \$50 per Hour = \_\_\_\_\_

Conference Room B- \_\_\_ Hours x \$50 per Hour = \_\_\_\_\_

Full Room- \_\_\_ Hours x \$75 per Hour = \_\_\_\_\_

Conference Room A or B- \$200 per Day = \_\_\_\_\_

Full Room \$375 per Day = \_\_\_\_\_

### Nonprofit Organization Rate

Conference Room A- \_\_\_ Hours x \$100 per Hour = \_\_\_\_\_

Conference Room B- \_\_\_ Hours x \$100 per Hour = \_\_\_\_\_

Full Room- \_\_\_ Hours x \$125 per Hour = \_\_\_\_\_

Conference Room A or B- \$400 per Day = \_\_\_\_\_

Full Room - \$700 per Day = \_\_\_\_\_

### Business Rate

Conference Room A- \_\_\_ Hours x \$150 per Hour = \_\_\_\_\_

Conference Room B- \_\_\_ Hours x \$150 per Hour = \_\_\_\_\_

Full Room- \_\_\_ Hours x \$175 per Hour = \_\_\_\_\_

Conference Room A or B- \$600 per Day = \_\_\_\_\_

Full Room - \$900 per Day = \_\_\_\_\_

Set up and tear down \$50 per Day = \_\_\_\_\_

\*If outside of normal business hours\*

### Audio and Visual Equipment Included Per Request

LCD/Television Projector- \_\_\_\_\_

Projection Screen- \_\_\_\_\_

Laptop Computer- \_\_\_\_\_

Extension Cords- \_\_\_\_\_

Speaker Phone (Local Calls Only)- \_\_\_\_\_

General Meeting Supplies- \_\_\_\_\_

**Total Cost=** \_\_\_\_\_

Please sign and return **Application for Meeting Space** and the **Conditions for Rental Form** with your payment to confirm your reservation. The Center accepts VISA or MasterCard and checks as payment. All room rentals must be paid for and confirmed one week before the scheduled meeting.

### MAIL OR FAX APPLICATION TO:

Conference Room Coordinator  
 Center for Nonprofit Advancement  
 1666 K Street, NW, Suite 440  
 Washington, DC 20006  
 202-457-0549 (fax)  
 202-457-0540 (office)  
 seans@nonprofitadvancement.org

**Total Payment Enclosed=** \_\_\_\_\_

Check Enclosed – Make payable to “Center for Nonprofit Advancement “

Payment by Credit Card

Credit Card Type \_\_\_ Check \_\_\_ MC \_\_\_ VISA

Credit Card # \_\_\_\_\_

Credit Card Security Code: \_\_\_\_\_

Name on CC \_\_\_\_\_

Exp Date \_\_\_\_\_ (month/year)

\_\_\_\_ I have received a copy of the agreement governing the rental of space in the Center and agree to those conditions. I am authorized to enter into this agreement on behalf of my organization.