

nonprofit event space conference room rentals



The Center'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 & Silver Lines, 17th Street exit). Underground parking is available through Colonial Parking at standard commercial rates. The entrance to the garage is on 17th Street, between K and I Streets. The Center does not validate parking.



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.



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. 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 - Friday, 8:30am - 5:00pm. (The office is closed on Federal holidays). Room rental rates are calculated on an hourly or daily basis.

meeting facility	Theatre	Classroom	U-Shape	Hallow Square
full conference room	50	36	27	30
conference room A	25	18	10	12
conference room B	25	18	10	12

meeting facility	Center member rate	nonprofit rate	business rate
full conference room	\$75 / hour	\$125 / hour	\$175 / hour
	\$375 / day	\$700 / day	\$900 / day
conference room A	\$50 / hour	\$100 / hour	\$150 / hour
	\$200 / day	\$400 / day	\$600 / day
conference room B	\$50 / hour	\$100 / hour	\$150 / hour
	\$200 / day	\$400 / day	\$600 / day

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, 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.

Confirmation & Cancellation Policies

Once the completed application is received, Center staff will confirm the reservation in writing via 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. 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.

Payment

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

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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.

Organization Contact: _____ Date: _____

Meeting Space Rental: Application for rental

Meeting Date: _____

Number of Meeting Participants: _____

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 = _____
- 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 = _____
- 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: _____ x \$175 per Hour = _____
- 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

Set Up Begins: _____ AM / PM

Meeting Begins: _____ AM / PM

Meeting Ends: _____ AM / PM

Clean Up Ends: _____ AM / PM

Total Hours: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Job Title: _____

Email: _____

Phone Number: _____

- Is your organization a member of the Center? YES NO
- Meeting relates to organization's mission YES NO

Payment Information _____

- Check enclosed
- MasterCard
- Visa
- Discover

Amount: _____

Card Number: _____ - _____ - _____ - _____

Name on Card: _____

Address: _____

City: _____ State: _____ Zip: _____

Exp. Date: _____ / _____ CSC: _____

Signature: _____

Please sign and return Application for Meeting Space and the Conditions for Rental Form with your payment to confirm your reservation. MAIL OR EMAIL APPLICATION TO:

Sean Sweeney

Center for Nonprofit Advancement

1666 K Street, NW, Suite 440

Washington, DC 20006

202-457-0540 | seans@nonprofitadvancement.org