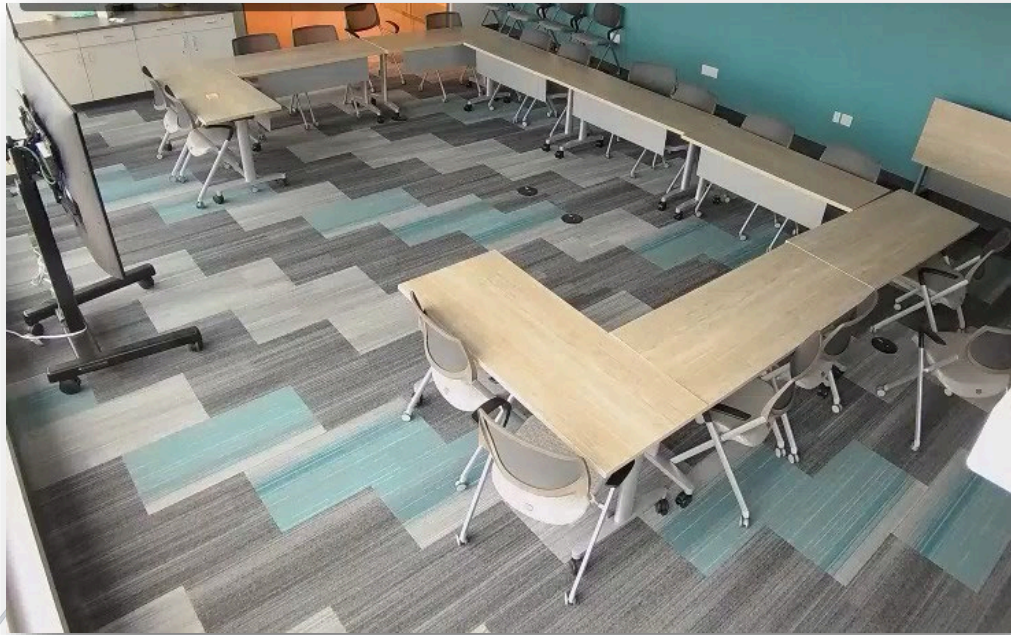




Caring *for* Colorado FOUNDATION

Community Room Guide



Welcome to the Caring for Colorado Community Room

Caring for Colorado Foundation's Community Room is a **no-cost** meeting facility available to Colorado nonprofits and other community partners for meetings, trainings, retreats, and more.

About the Space

The Community Room is a state-of-the-art space equipped with the latest audio/visual technology and high-speed Wi-Fi making it the perfect place to host meetings in today's technology-driven world. The room offers great lighting with large windows, enclosed room doors, drop-down and mobile screens for presentations and remote meetings, a two-sided rolling whiteboard, plenty of tables and chairs to make a variety of room configurations that best suit your meeting needs and a spacious kitchen to host catered meals. The room can accommodate groups of up to 30.

Who Can Use the Community Room?

Eligible Colorado 501(c)(3) charitable nonprofit organizations and community partners.

What Types of Events Can Be Held in the Community Room?

The Community Room is great for in-person, remote, or hybrid meetings, trainings, and retreats. The Community Room is **not** available for celebrations, parties, fundraisers, or political events. Organizations may not charge for the space.

Hours of Operation

The room is available Monday through Friday between 9:00 am – 5:00 pm. Setup and tear-down must be included during those hours. Caring for Colorado is closed on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and the day after, Christmas Eve, Christmas Day, New Year's Eve, including the week after Christmas Day and the week of the 4th of July.

Location & Parking

Our office is in the All Copy Products/Verticomm Technologies building at 1635 West 13th Avenue, Suite 303, Denver 80204. Conveniently located adjacent to downtown Denver in the Lincoln Park neighborhood, our office is easily accessible from I-25 and Colfax Avenue and is close to RTD light rail stops near the Auraria Campus and 10th and Osage. Free parking is available in and around the building.

Food & Beverages

Caring for Colorado provides guests with complimentary water. You may also bring your own beverages such as coffee, tea, or soda, but **alcohol is prohibited**. All catering must be provided by a licensed and insured caterer. Contact us for a list of preferred caterers.

How to Schedule the Community Room

Please complete and submit the inquiry form an email to info@caringforcolorado.org. Please allow 24-48 hours for a response from our staff. All room reservations must be made at least 7 days prior to the requested date. Reservations are made on a first-come first-served basis.

Note – An inquiry submission does not guarantee availability.

Cancellations

In the event you need to cancel your room reservation, please contact us at info@caringforcolorado.org or 720-524-0770 immediately.

COVID-19 Protocol

To help ensure the ongoing safety of our staff and guests from COVID-19, we ask that all staff, guests, and vendors adhere to the following COVID-19 safety protocols when in Caring for Colorado offices:

- Do not enter if feeling sick, have a fever, or experiencing cold-like symptoms • Arrangements for remote participation may be made to accommodate high-risk individuals. Please discuss this option with your primary contact at Caring for Colorado
- Caring for Colorado follows protocols for increased sanitation of our office space. We encourage regular handwashing and the use of hand sanitizer.
- Masks can be provided if needed. They are located in the cabinet drawer.

We will continue to monitor our protocols regularly and will update as needed. Thank you for helping to keep our office healthy and safe.

Community Room Housekeeping Checklist

This checklist must be performed after each meeting has ended:

1. Turn Off A/V Equipment

The Crestron is the unit on the wall that controls the projector and other A/V equipment in the room. This is the only device that needs to be shut down. All other A/V devices are powered down by the Crestron. To do this simply touch the Creston screen, push the shutdown button on the top right and select “End Meeting”. This will save energy as well as the bulb life in the projector.

2. Clean Up Any Messes

Notes, handouts, food, drinks, trash, etc. should be cleaned up at the end of every meeting. There is a trash and recycle bin located under the counter in the room. Please use those bins for your trash and recycling. Empty all coffee pots, and put all dishes in the dishwasher before leaving. If anything is left behind, it’s up to the meeting lead to ensure the room is cleaned and ready for the next meeting.

3. Put All Equipment Back Where It Belongs

Make sure all equipment is put back where it is supposed to go (e.g., office supplies and A/V equipment in the appropriate drawers). If you brought in items that don’t belong in the room, please take them after the meeting. All tables and chairs are to be returned to the initial configuration.

4. Wipe Down All Surfaces with Disposable Cleaning Wipes

Disposable cleaning wipes are available in the room to clean and sanitize the room after use. Please wipe down all tables, chairs, keyboard, computer mouse, countertops, and any other highly touched surfaces to help combat the spread of germs. If the sanitizing wipes container is empty, please see our staff for refills.

5. Turn Off Lights

Once everything else on the checklist has been completed, shut off the lights. The room should be ready for the next scheduled meeting to take place.

Thank you for your help and cooperation in keeping our meeting space clean.