

Reservation Form

Eligible Groups: Community groups, nonprofit organizations
Fee: \$0.00 – There is no fee for use of this room

Confirmations: **Reservation is not booked until you receive a Confirmation Email from a Brown Foundation Staff member. Keep the Confirmation Email handy!**

Submit request: conferenceroom@thebrownfoundation.org or fax to 504-834-3441

Cancellations: May be made by phone 504-834-3433

Name of contact person: _____

Email address: _____

Phone number: _____ Fax: _____

Name of Organization: _____

Website Address: _____

Program Name: _____

Mailing address: _____

City/zip: _____

Date of meeting: _____ Time of meeting: _____ to _____
(Mon-Thurs 8 a.m. to 4 p.m. / Fri 8 a.m. to 3 p.m.)

Number of attendees: _____

Purpose of meeting: _____

Will refreshments be served? Please select one: Yes or No

Will you be using the projector provided in the Conference Room?
Please select one: Yes or No

Please Note: Your signature acknowledges you have read and will share this information with all attendees. Please abide by all Brown Foundation Center Community Conference Room policies and procedures.

Signature: _____ Date: _____

Please print name: _____

===== For office use only: =====

Request is Approved by: _____ Date: _____

Comments:

Policies and Procedures

The Conference Room is available from 8:00 a.m. – 4:00 p.m. Monday through Thursday, and from 8:00 a.m. to 3:00 p.m. Holidays will be noted on the online calendar. No nights. No weekends.

Review our *Community Conference Room Calendar* online at <https://www.thebrownfoundation.org/the-brown-foundationcenter/community-conference-room.html> for room availability. We post all bookings there, so it's a good tool to use to plan.

There is no charge for use of the Conference Room. To keep the use of this room free of charge, we ask that you take with you what you bring into the room. Please clean the coffee pot, wipe down the countertop and tables with spray cleaner and paper towels provided, leaving the room tidy for the next group.

Only community groups, non-profits and 501c3 organizations are eligible. If it is your first time reserving the room, please attach the necessary information needed to verify your standing with the Internal Revenue Service. The room is not available for gaming, social gatherings such as holiday or birthday parties, baby or bridal showers, bingo, etc. Alcohol may not be served.

The maximum number of people the room will accommodate is 30 (per Fire Marshall).

Please conduct meetings in a quiet and orderly fashion. We are a working environment with tenants throughout the building. Do not gather in the hallways or elevator lobby area. All tables and chairs must remain in the meeting room. Please close meeting room doors when meeting begins. Cell phones may only be used in the following areas: meeting room, in the sitting area immediately outside meeting room or in the parking garage on the first or second floor.

The staff of the Brown Foundation cannot lend out office supplies such as paper and pencils, no dry erase boards or sharpies. They cannot make copies or lend out laptops for your power point presentation. Please do not use the staff dining area; you have reserved the conference room only. They cannot help you bring supplies to the room and will not sign for food that is to be delivered. We ask that you be respectful of the staff and other offices on the fifth floor.

If a group damages the room, payment for repairs will be the responsibility of the applicant. We ask that no tacks, tape, nails, Post-It pads, paint, permanent markers, art projects be used or hung on the walls and windows. The room has two easels available for use. Nothing on windows, please!

The Brown Foundation Center is a smoke free building; however, there is a designated smoking area in the second floor parking garage.

Brown Foundation Center Community Conference Room Suite 514
320 Metairie Hammond Hwy. Suite 514, Metairie, LA 70005

The Conference Room is on the 5th floor, in Suite 514. Restrooms are in the elevator lobby.

The Brown Foundation Center is located at the corner of Metairie Hammond Highway and Seminole Street. (Note: Seminole Street is between the lake and West Esplanade Avenue. Seminole Street becomes Papworth Avenue at West Esplanade Avenue.) The entrance to the parking garage is on Seminole Street. Please do not double-park/block in other cars. Please obey all usual public parking rules when parking on the street. Do not park on the grass.

Any organization using the Community Conference Room agrees to hold harmless The Brown Foundation against any and all liability which may be imposed on them for any injury, to persons or property caused by the organization or any persons connected with a meeting.

Room Amenities

The Conference Room includes:

Wireless internet access (login information provided in room)

10 Narrow tables and 30 chairs, which may be arranged to suit the needs of your meeting

Coffee maker, coffee (k-cups), cups, powered cream, sugar, sweeteners and stirrers and drinking water will be provided

Small sink with hand soap

Dishwashing liquid, multi-surface spray cleaner and hand sanitizer

Paper towels, paper napkins and tissues

Small refrigerator (no ice provided – bring ice chest with ice, if you wish)

Trash can (35 gallons)

Projector and mobile cart available

2 Easels

Please share all of the above information with the conductor of the meeting as well as all attendees. We ask that you abide by all Brown Foundation Center Community Conference policies and procedures.