



Haile Community Hub Guidelines

Welcome

Greater Cincinnati Foundation (GCF) is proud to offer use of its conference rooms and the **Haile Community Hub** to local community organizations. This shared workspace is designed to help the community **convene, collaborate, and connect** in support of a stronger Greater Cincinnati region.

The Haile Community Hub includes **seven (7) meeting rooms** of various sizes, available for community use.

Purpose of These Guidelines

These guidelines are to ensure that the space is used respectfully and effectively by all. GCF's goal is to make the Hub accessible while supporting organizations that work to improve the Greater Cincinnati community.

Who Can Use the Space

The Haile Community Hub is available to **nonprofit, for-profit, and volunteer organizations** within the Greater Cincinnati Region.

These guidelines apply to all individuals using the space, including:

- Employees
- Vendors and consultants
- Donors
- Board and committee members
- Guest organizations

Note: GCF reserves the right to decline any request for space use at its discretion.

Availability and Scheduling

- **Meeting times:** Monday through Friday, 9:00 a.m. – 4:30 p.m. ET
 - All **setup and cleanup** must occur **within these hours**
 - Reservations must be submitted **at least two weeks** in advance
 - Rooms are available on a **first-come, first-served** basis
 - A reservation is **not confirmed** until you receive an **email confirmation** from GCF
 - A signed **Liability Waiver** is required before a reservation can be confirmed
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Use Restrictions – What Is Not Allowed

GCF does **not permit** the following types of meetings or events:

- **Profit-making activities** (including selling, advertising, or promoting products or services)
 - **Religious activities** that promote a single faith or doctrine
 - **Political activities**, including events hosted by or for individuals running for public office
 - **Social gatherings** not connected to community improvement
 - **Events that charge a fee** for entry or participation
 - **Groups that promote hate, exclusion, antagonism, or violence**
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Types of Meetings and Events

- **Meetings:** Fewer than 10 attendees
- **Events:** 10+ attendees
 - **Please provide** your own:
 - Beverages
 - Catering
 - Plates, utensils, napkins, and cups
 - Event support
 - Decorations

All meetings and events must be reviewed and approved by GCF's Human Capital/Facilities Department



Responsibilities of the Hosting Organization

Set Up and Clean Up

- Plan your setup and cleanup **within the reserved hours (9:00 a.m. – 4:30 p.m.)**
- **You are responsible for:**
 - Setting up the room
 - Bringing your own meeting/office supplies – i.e. Post-it notes, flip-chart paper, painter’s tape.
 - **Please do not use:** Regular tape, nails or thumbtacks, putty, or any item that marks or damages walls
 - Cleaning up after the meeting or event
 - Wiping down tables
 - All garbage in receptacles
 - Loading the dishwasher
 - Returning the room to its original condition and table configuration

Alcohol

- You may serve alcohol (beer, wine, liquor), **only if** you provide proof of:
 - **“Host Liquor Liability”** coverage under your organization’s insurance
 - A **licensed bartender** with this coverage also meets the requirement
- GCF is **not responsible** for any risks related to alcohol served at your event

Technology and Equipment Use

- Available equipment includes:
 - AV systems
 - Guest WiFi (password: Findyourgift)
 - Mersive Solstice wireless screen sharing application
 - Zoom Room capabilities (in select rooms)

- For **larger events**, organizers must schedule a setup session with GCF's **Community Hub Manager** to ensure compatibility and receive basic instructions



Additional Notes

- GCF may **cancel your reservation** if internal needs arise; if so, you will be notified **at least two weeks in advance**
 - Failure to follow these guidelines, including proper clean-up, may result in **loss of future access**
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If you have questions about the space or need assistance with room reservations, please email info@gcfdn.org.

| Conference Room Name | Room Capacity | Notes |
|---|----------------------|---|
| Mashburn River Room | Up to 60 with tables | Could accommodate 80 without tables |
| Friedlander Family Union Room | 16-20 with tables | Typically set up in a square boardroom style |
| Idea Lab | 8-10 | Contains 2 small sofas and additional space for more chairs |
| Sara & David Osborn Freedom Room | 10 around table | Could accommodate up to 12-14 people with chairs placed around the room |
| The Andrew Jergens Foundation Rose Room | 8 around table | Could accommodate up to 10-12 people with chairs placed around the room |
| Rosemary and Mark Schlachter Steeple Room | 4-6 around table | Could accommodate 1 or 2 extra chairs |
| George H & Kim M Vincent Mainstrasse Room | 2-4 around table | Smallest conference room |

