



Community Room Information

PLEASE READ ALL GUIDELINES PRIOR TO BOOKING OUR COMMUNITY ROOM

- Our Community Room is available for use from Monday – Friday, 9:00 a.m. to 4:00 p.m. only.
- Scheduling is processed on a first-come, first-serve basis.
- You may book the room by fax or email. Unfortunately, we cannot accept phone bookings.
- Small groups can book in advance for a maximum of three dates per month (per organization).
- Large groups can book in advance once per month (per organization).
- You are asked to clean up after the event. Please use the Post-Event Checklist on page 5.
- Quantum Foundation **MUST** be named as **“Additional Insured”** on YOUR organization’s insurance policy prior to your event date.
- A **\$100** security deposit is required two days prior to any event. Once your deposit is received and acknowledged, your meeting date is secured. The deposit will be returned in full provided the room does not incur clean-up costs, damage, missing equipment or other expenses.
- Please make checks payable to: 2701 Australian, LC. **WE CANNOT ACCEPT CASH.**
- Cancellation Notice** must be given at least 48 hours before your scheduled event date. If cancellation notice is not received, your security deposit will not be returned.
- Room capacity must not exceed 40 people.
- A representative of your organization must be on site for set-up and breakdown at least half an hour before and after your proposed meeting and during the meeting (to open locked doors for guests).
- The room must be re-set to its default layout. Please use the Default Layout Map on page 6.
- Food and beverages are permitted in the room. Please bring all your own supplies, including coffee. Food should be limited to refreshments / light snacks only. (No STERNOs)
- No fundraisers or ticket sales are permitted for entry to the building. Silent Auctions are permitted.
- Access to other parts of the building is **not** permitted.
- Alcoholic beverages are **not** permitted on site.
- Smoking is **not** permitted on site.
- No pets/animals are allowed on site.
- No hanging signs, banners or post-it notes are permitted on walls.
- No open flames are permitted.



Community Room Reservation Form

Please complete the following form in full. You may submit your application digitally (via email) or on paper (via fax). For **Yes** or **No** answers, please delete the answer that does not apply (digital) or circle the correct answer (paper).

Today's date: _____

Organization's name: _____

Name of your event: _____

Host's information: Name: _____

Phone: _____

Email: _____

Address: _____

Date of event: *1st Choice:* _____ *2nd Choice:* _____

Time of event: *Start Time:* _____ *End Time:* _____

Are your dates and/or times flexible? YES NO

BRIEFLY DESCRIBE YOUR EVENT:

Number of attendees you expect: _____

Will you need tables and/or chairs? YES NO

Do you need audio-visual equipment? YES NO

IS YOUR INSURANCE CERTIFICATE ATTACHED TO YOUR EMAIL OR ENCLOSED WITH YOUR APPLICATION? Yes No

NOTE: Quantum Foundation **must** be named as **"Additional Insured"** on YOUR organization's insurance policy prior to your event.

I/We _____ (organization's representative), the undersigned, agree to adhere to all the above-mentioned guidelines, and I/we accept any penalties for failure to comply.

Signature: _____ Date: _____

Fax your completed form to Marie Thorpe at 561.832.5794 or email it to mariet@quantumfnd.org

[Please allow at least 48 hours/2 full business days to process your request]



Community Room Equipment

The 2,500-square-foot room accommodates up to 50 people (seated) and 60 people (standing). It has the following equipment:

- 25 tables (60" x 30")
- 60 cushioned chairs
- 3 high-top tables (36" round)
- 6 bar stools
- CD/DVD player
- Microphones (2 hand-held wireless and 2 clip-on wireless)
- Lectern / Podium (36" x 47")
- Laptop to operate presentations
- Projector
- Automated drop-down projector screen (90" x 120")
- Wireless computer access
- Dry erase board

Please bring your own presentations on a flash drive, CD or DVD.



Community Room Post-Event Checklist

Quantum Foundation staff and board members are proud of our Community Room and we want you to enjoy using it. In order to continue letting the public use our room free of charge, we must ask you to help us keep it clean and neat. The policy applies to any group that does not have a member of the Quantum Foundation staff present.

**Please check off the following items as you leave the room.
If an item is not applicable to you, please write N/A on the line.**

	Please re-set the room to the default layout (please use the Default Layout Map on page 6).
	Put extra tables and chairs in the storage closets at the back of the room.
	Ensure the laptop's remote control and microphones (for AV equipment) are safe and accounted for.
	If you changed the thermostat setting, please return the temperature to 78 degrees.
	Wipe off the counter tops and tables.
	Turn off all the lights, the coffee maker and all audio-visual equipment.
	Please check the bathrooms and ensure they are left clean and tidy.

Thank you and we hope to welcome you again.

Directions to Quantum Foundation

- From I-95, take the Palm Beach Lakes Blvd. exit (#71)
- Travel east on Palm Beach Lakes Blvd. for 1.3 miles
- Turn left on Australian Ave. and travel north for 0.9 miles
- When you cross over 25th St., make a U-TURN and travel back on Australian Ave. (south) for 300 feet
- Turn right into the car park of Quantum Foundation: 2701 N. Australian Ave., West Palm Beach, FL 33407

