

## McCarthy Center for Nonprofit Learning Guidelines for Public Use of Community Space

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Thank you for your interest in the McCarthy Center for Nonprofit Learning!

## General McCarthy Center Information

The McCarthy Center for Nonprofit Learning is hosted by the Community Foundation of Greater Dubuque (CFGD) and located on the **second floor of the Roshek Building, 700 Locust St, Second Floor, Dubuque, Iowa 52001.**

The following spaces are available for public meetings:

- **McCarthy Center for Nonprofit Learning** is a large multi-purpose community conference space. It is approximately 2,137 square feet and can accommodate up to 90 attendees. Common table and chair configurations will seat the following:
  - Boardroom Style: 45 Attendees
  - Classroom Style: 44 attendees
  - Auditorium style: 90 attendees
- **Butler Room** is one of two small meeting rooms. It is approximately 1,050 square feet and can accommodate up to 45 attendees. Common table and chair configurations will seat the following:
  - Boardroom Style: 24 Attendees
  - Classroom Style: 24 attendees
  - Auditorium style: 45 attendees
- **Schmid Room** is one of two small meeting rooms approximately. It is 1,050 square feet and can accommodate up to 45 attendees. Common table and chair configurations will seat the following:
  - Boardroom Style: 24 Attendees
  - Classroom Style: 24 attendees
  - Auditorium style: 45 attendees

**Each meeting space has audio and visual equipment and conferencing capacity.** These spaces are suitable for a variety of activities including but not limited to nonprofit organizational meetings, agency conferences or collaborative discussions.

In general, public groups may use this space provided they are:

- Groups that are consistent with the public charity status and charitable purposes of the CFGD. We consider requests from groups that support the work of 501(c)(3) nonprofit

organizations and agencies, schools, municipalities, and the non-sectarian activities of faith-based institutions, and other groups that further the public good

- Local businesses and Roshek building tenants that comply with all permitted uses, provided the room is not in use by a public group as described above. Priority will be given to CFGD reservations and 501(c)(3) nonprofit organizations that are consistent with the core values of CFGD—meaning that the use of the space must reflect practices that reflect integrity, inclusiveness, transparency and that do not discriminate on any basis (e.g., discrimination is prohibited on the basis of sex, race, color, national origin, age, disability, sexual orientation, religion, etc.)
- Non-partisan in nature
- Considerate and respectful of the CFGD's neighborhood and of the CFGD's daily business operations, generally occurring within the regular work hours of 8:00 am to 4:30 pm.
- Willing to strictly adhere to these Guidelines for Public Use and to indemnify and to hold harmless the Roshek Building and the CFGD for their public use of the meeting space
- Willing to list the Roshek Building and its tenant, the CFGD, as an additional insured on the user's general liability policy [only in the case of events where such is stipulated by CFGD]
- Able to properly request and receive permission for use with sufficient lead-time.

In general, the spaces are not available for commercial purposes or other purely social purposes such as wedding showers, etc., for which other local venues are available.

Public requests to use these spaces are considered on a case-by-case basis with the final decision as to use at the discretion of the CFGD, as represented by its president/CEO. The purposes of the CFGD take precedence over all other potential uses.

## Amenities

In general, the tenant, CFGD, does not provide the following to those using the public spaces:

- Access to CFGD's office suite, supplies, or office equipment during meetings or events.
- Clerical support (e.g., telephone reservations, meeting inquiry or reception services, etc.), events management (meeting set up, food preparation, trash removal or meeting clean up) or any other events staffing.
- Catering services or events/decorating materials or services. Users are welcome to separately arrange such services but, in that case, the users must also plan to clean up and haul away any and all related trash/garbage accumulated.
- Delivery acceptance. Deliveries of materials for events typically should be arranged for the day of the event unless other arrangements have been agreed to in advance. A representative of the organization holding the event must be present to accept deliveries and to assume responsibility for them. No evening deliveries will be accepted

The tenant, CFGD, will make available but does not guarantee:

- Food/Beverage:
  - A small refrigerator will be available directly outside the conference room space.
- Dry erase rolling board with dry erase markers for use.
- Easels for flip chart use and markers for writing on the flip charts.
  - No flipcharts are permitted to be taped to walls or tacked (to prevent damage to the paint). The only exception is the use of "Post-It" - type removable paper. In this case, please do not mark on the paper while it is on the wall so as to prevent bleed-through. No nails or tacks are to be put in the wall.

- Tables & chairs

Various resources and configurations are possible. Furniture may be rearranged to suit a user's needs provided it is returned to the same arrangement as originally found. Do not use the furniture for anything other than its intended purpose.



## Technology

Technology was installed to be user-friendly and easy to use. There will be instructions in the conference room by the podium detailing how to operate the systems.

- **Wireless Internet Connection**
  - **Username: McCarthy**
  - **Password: NonProfitAP**

*CFGD makes no guarantee of Internet connectivity or quality of connection on the day of events; users should visit the site in advance with IT staff to ensure they will be satisfied as CFGD does not have IT staff or ability to troubleshoot this item.*

*CFGD's wireless Internet service is not to be used to connect to Internet sites that are inappropriate for business use (e.g., pornography sites, hate group sites, etc.)*

- **Teleconferencing equipment:** Long distance calls/conference call fees will be billed to the users.
- **USB port:** A USB port can be found under podium.
- **Audio-Visual equipment**
  - *Again, CFGD has no IT staff. User must be capable of operating such a system. A flash drive with your presentation is the easiest way to access this. If the user does not know how to operate this equipment, the user should contact CFGD in advance to schedule an appointment to be trained in its use. CFGD staff will not be available for this immediately, so an appointment should be arranged if necessary.*
- **Acceptable Use of Technology**

Users of technology resources in the McCarthy Center must not engage in unacceptable use, which includes but is not limited to the following:

  - Violation of federal, state, or local laws, licensing agreements, or contracts; or
  - Harassment of, threats to, or defamation of others; or
  - Intentionally damaging, disrupting, or exposing IT resources or data to unauthorized access or harm.

How to use the touchscreen system (located on back/east walls)



Touch anywhere on the screen to access the controls.



Choose Combined if you are using both sides of the McCarthy Center; choose Separate if you are only using one side (i.e.: Butler Room).



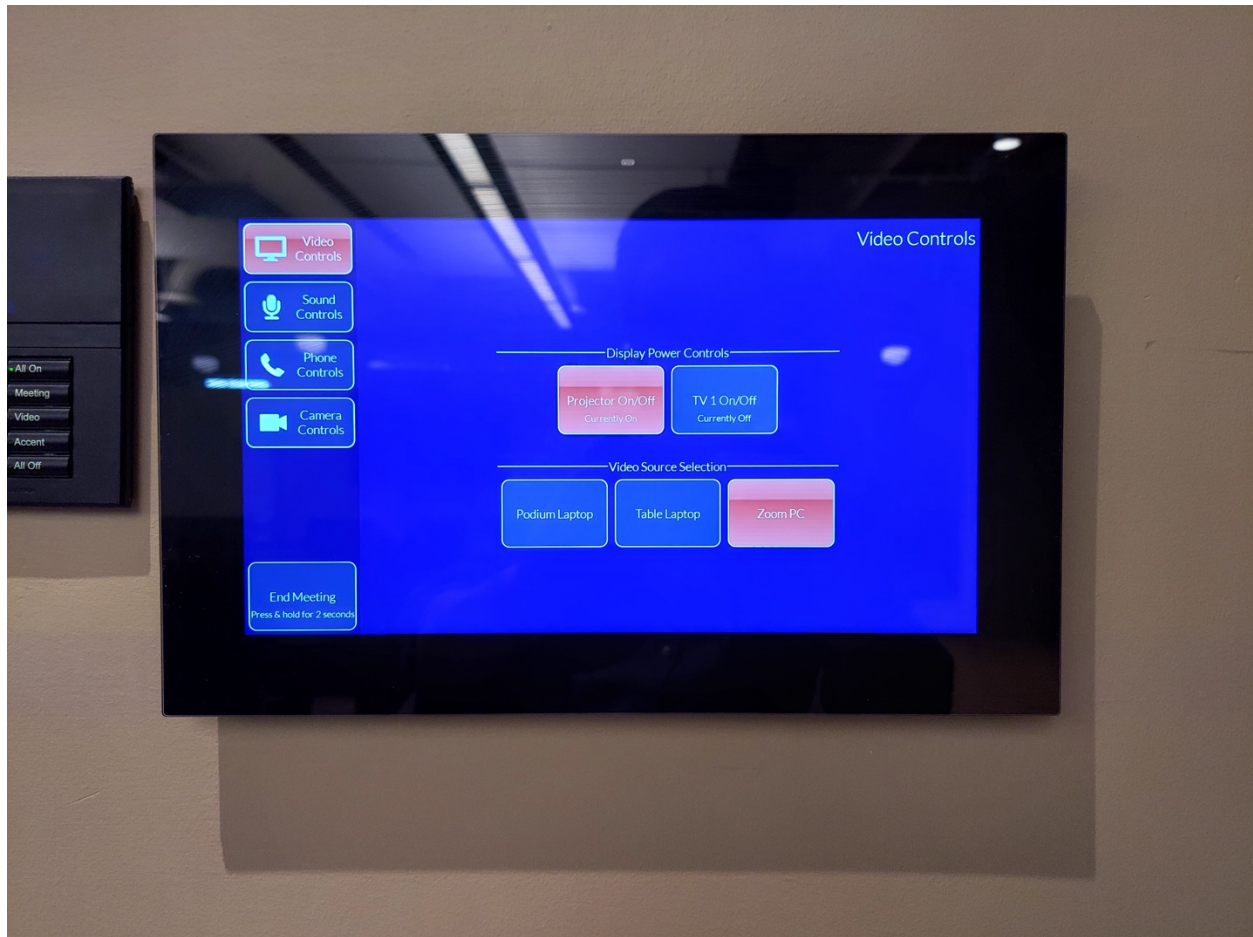
The home screen will look the same whether you choose combined or separate. You will have the opportunity to adjust video, sound, phone or camera controls.





From the Video Controls screen, you can turn the TVs off and on. Choose Zoom PC any time you are presenting from the McCarthy Center computer (not just if you are using Zoom). Choose Table Laptop if you are plugging in a laptop to a floor outlet. Choose Podium Laptop if you are plugging in a laptop to the podium outlet.

After this step, the projector, television and computer are ready for use.



If you are using the Butler Room, you will see an option listed under Video Controls for using the projector. When you turn the projector on, the screen will drop down from the ceiling. Turning off the projector will retract the screen.



From the Sound Controls screen, you can control sound in the room setting of your choice. Microphone volume levels are automatically set at the recommended levels.





To check that the sound is on, look for the green light on the ceiling speaker.





From the phone controls screen, you will be able to set up a conference call. Use this option if you have participants who are joining remotely but you *are not* using a computer to present.



From the camera controls screen, you will be able to choose three presets: 1 (wide), 2 (zoom) or 3 (different zoom). You also can use the arrows to manually pan, or use the magnifying glasses to manually zoom. Please note that the Butler Room has two cameras that can be controlled via this screen.



To end your meeting, press and hold the End Meeting button in the lower left-hand corner of the screen, this will shut down the podium monitor, and the TV's, so there is no need to shut them down separately. The button is visible on any control screen.

## Basic Etiquette of Public Space Use at Roshek Building & McCarthy Center for Nonprofit Learning

- The Roshek Building and grounds are to be free of tobacco and illicit drugs.
- Firearms are not permitted on its premises except for law enforcement's legitimate uses.
- Lobbying activities are not permitted on the premises.
- Only service animals are permitted.
- Children must be supervised at all times in the building.
- The Fire Marshall permits the Community Conference Space to hold 175 occupants. The room is not available for purposes exceeding that number.
- Restrooms on the lobby, mezzanine and second floors will be available to attendees; all are handicapped accessible. Second floor restrooms are accessed via key card, which is provided when utilizing the McCarthy Center.
- On-street parking and city parking lots are available in front of the building and nearby. The two spaces identified for the CFGD in the US Bank parking lot are not to be used by meeting participants.
- Meeting organizers must ensure that their participants remain within the McCarthy Center meeting space and/or foyer and/or restroom corridor and that noise and activity levels are controlled so as to not interfere with other tenants' operations.
- Rooms are expected to be vacated promptly at the agreed-upon time as another user may be booked for the same space at a later time.
- The meeting organizer(s) assumes all responsibility for tidying the room following use and ensuring that the furnishings, if re-arranged, are returned to their original positions.

## Operations

- **Hours of Operation:** The spaces will be available for use from 8:00 a.m. to 4:30 p.m. Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday. Special arrangements may be made for early morning, evening and weekend usage on a case-by-case basis for an additional fee.
- **Key system:** Upon arrival, you will check out the McCarthy Center key by signing your name, date and the organization you are representing. The key will unlock the doors to the conference space, as well as the closets and cupboards within the conference space. The key card will provide access to the second-floor restrooms. Once you have finished your meeting, you are responsible for ensuring all technology and lights are turned off (please turn off system as a whole through the wall panel, do not turn off computer and/or TV's individually), and that all closets and doors are locked. You may then return the key to the Community Foundation office on the Mezzanine Level. If you lose the key, a \$100 fine will be charged to the user.
  - During business hours: McCarthy Center keys will be held at the Community Foundation of Greater Dubuque office on the Mezzanine Level of the Roshek Building, Suite 195.
  - Outside of business hours: McCarthy Center keys will be held at the security desk in the lobby of the Roshek Building.
- **Temperature:** The temperature control is locked. It is set to 70 degrees in summer months and 72 degrees in winter. Some fluctuation is to be expected. Users should plan to dress accordingly (e.g. bring a sweater that can be added or removed as necessary.)

**Damage:** Organizations will be assessed charges for any breakage or damage beyond reasonable wear and tear.

## Rental Rates

**McCarthy Center:** Seats a maximum of 90 and includes projector with motorized screen, four TVs, two podiums with mics and phone/video conferencing

LENGTH	NONPROFIT	BUSINESS
2 HOURS	\$50	\$100
4 HOURS	\$100	\$200
6 HOURS	\$150	\$300
8 HOURS	\$200	\$400

**Butler Room:** Seats a maximum of 45 and includes projector with motorized screen and two TVs, podium with mic and phone/video conferencing

LENGTH	NONPROFIT	BUSINESS
2 HOURS	\$25	\$50
4 HOURS	\$50	\$100
6 HOURS	\$75	\$150
8 HOURS	\$100	\$200

**Schmid Room:** Seats a maximum of 45 and includes two TVs, podium with mic and phone/video conferencing

LENGTH	NONPROFIT	BUSINESS
2 HOURS	\$25	\$50
4 HOURS	\$50	\$100
6 HOURS	\$75	\$150
8 HOURS	\$100	\$200

**Yearly Rates:** Historically, various organizations have reserved CFGD space for their monthly or regularly scheduled meetings. In order to accommodate meeting reservations for these partners, CFGD will offer yearly rates for organizations to host their meetings. *Yearly rates are based on 12 ½ day meetings; other rates may be negotiated on a case-by-case basis.*

## Emergency Information

In the unfortunate event that CFGD experiences an emergency while you are using the McCarthy Center conference space, please follow these instructions:

- In the event that someone is **injured or seriously ill**:
  - Please call 911, do not move the injured or ill person, and try to make the individual as comfortable as possible.
  - Report the following information to the security guard: building, floor, location, accident, or illness details.
  
- In the event of **severe weather**:
  - Security guard will announce any warning over the PA system.
  - Move away from perimeter and exterior glass.
    - Proceed to the center of your floor: restrooms, elevator lobbies, stairwells.
  - ▣ • Protect your head and neck.
  - ▣ • Know location of First Aid Kits and Fire Extinguishers.
  
- In the event of a **building evacuation**:
  - Exit North stairwell and proceed to the entrance of the Town Clock Inn.
  - Form single line, use designated stairwell, remain alert, proceed directly to gathering point, and return to building on "all clear" signal.
  - Do not use elevators, return to work area, run/panic, carry items (i.e. coffee/soda)

**Roshek Building Security: 563-451-5265**

Full emergency procedures are provided within the McCarthy Center.

## After-Use Check List

After using the McCarthy Center please:

- Empty waste baskets if full and dispose of trash in trash can outside of McCarthy Center
- Wipe tables down with cleaning supplies, located inside cabinets
- Wipe off dry erase boards with cleaning supplies
- Shut technology system down using the wall panel
  - Do NOT turn off computer and/or TV's individually – please use the wall panel to turn off system as a whole.
- Confirm the purple door in the back of the room is shut and locked
- Return key to CFGD office (Mezzanine Level)
  - If your meeting is after hours, leave the key in the room and make sure all doors are locked.
- Lights will turn off automatically.

If this checklist is not fulfilled completely, you will be invoiced a \$25 fee to be paid before reserving the room again.

*Note to all: These guidelines are a work in progress. If you have suggestions for making the McCarthy Center's public spaces more useable, please contact CFGD. Thank you!*