

COMMUNITY MEETING SPACE

Greater Green Bay Community Foundation
400 S. Washington Street
Parking behind the Train Station

The Greater Green Bay Community Foundation owns and works within the historic Milwaukee Road Passenger Depot in downtown Green Bay. The Foundation worked collaboratively with local leaders to establish a place where our community – nonprofits, donors, and other leaders – can intersect to create solutions to strengthen our community.

The Foundation is pleased to offer meeting space free of charge to nonprofits and civic groups. Two meeting room options are available to community groups that need space to retreat, connect, or bring together their collective action teams. Rooms are supported with Microsoft Teams technology allowing you to connect with team members in person and remotely.

Your non-recurring meetings can be booked for the current and following 2 months. Consideration will be given to recurring meetings for collective action teams and special community projects.

Please email ggbcf@ggbcf.org with your request. Prior to requesting a room for your meeting, please review the following meeting room guidelines.

GGBCF COMMUNITY ROOM

The Community Room is our larger meeting room and can comfortably seat up to 25 guests configured in board meeting style and up to 35 with presentational row seating. However, it is normally set up as a series of smaller table groupings that easily accommodate meetings of 8 to 16 people without the need to rearrange any tables. The room has two large wall mounted LCD monitors for video conferencing or presentations. You will need your own laptop, preferably with a Microsoft Teams account, to connect for presentations. The room also contains a coffee station, sink, and counter to host your snack service. Users provide their own carry-in food service.

GGBCF CONFERENCE ROOM

The Conference Room is a medium-sized room that comfortably seats up to 12 guests around a stationary board table. The room has two large wall mounted LCD monitors for video conferencing or presentations. Please bring your own laptop, preferably with a Microsoft Teams account, to connect for presentations. The room also contains a sink and counter to host your snack service. Users provide their own carry-in food service.

POLICIES

The Greater Green Bay Community Foundation provides free meeting space to nonprofits and civic groups as part of our charitable mission. By requesting a reservation of one of the meeting rooms, you agree to abide by the following policies. Failure to do so may result in the Community Foundation denying future requests.



1. The building is the Community Foundation's working office and as such:
 - a. The Foundation's meeting and program schedule has the first right of refusal of all space and times.
 - b. We only offer our space for community meetings and typically do not host special events and do not permit alcohol.
 - c. The space is not to be used for food preparation, though you may bring food in to serve during your meeting.
2. Booking and room considerations:
 - a. The Foundation currently offers the space free of charge and within its current office hours (Monday-Friday (8am-4pm)). Special arrangements can be made in advance for additional time but may include a modest expense.
 - b. We will work with your contact person to prepare for your space and technology needs. Your meeting contact should arrive early to ensure the space is as needed and remain the entire scheduled time.
 - c. It is the responsibility of the organization reserving the room to set up the room in the appropriate configuration.
 - d. Meeting requests should include time to set up and clean up the room. Meetings may be booked back-to-back, and the room must be cleaned, returned to the original configuration, and empty by the end of the booking time.
 - e. Return the room and common area to the way you found them.
 - i. Any full garage bag should be brought to the refuse container located at the north edge of the parking lot.
 - ii. Please place any used dishes in the dishwasher and clean all countertops.
3. Cancellations:
 - a. Please inform the Community Fountain of meeting cancellations as soon as possible and ideally 24 hours ahead of the scheduled time.
4. Technology:
 - a. Community Foundation staff cannot provide hardware or presentation materials for your meeting.
 - b. TV screens are available and accessible through the wireless Microsoft Teams platform. Please bring your own laptops, cables, writing tablets, tripods, etc.
5. Parking
 - a. Limited parking is available in a gated lot behind the building along with plenty of street parking immediate around the building.
6. Video cameras
 - a. As a security measure, the community foundation building is under 24/7 video surveillance without audio recording. Our meeting rooms themselves are not surveilled.
7. Damage
 - a. Should damage occur, the organization using the room will assume the cleaning and repair expense.