

NEIGHBORHOOD PRESERVATION CENTER

a project of the St. Mark's Historic Landmark Fund

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meeting-rooms@neighborhoodpreservationcenter.org

Meeting Room Policies

The Neighborhood Preservation Center has two public meeting-rooms available for use. Each room can accommodate approximately 15-20 people. The rooms are connected by sliding French doors, which open to form a larger space for 35 people maximum.

When meetings are scheduled during evenings and on weekends, the Center hires an outside attendant to open and close the Center, buzz guests in and direct them to their meeting room, serve as the “go to” person for meeting attendees and address any immediate problems that may arise. Attendants are not Neighborhood Preservation Center staff members and therefore do not book meetings, prepare invoices, accept meeting-room payments or make decisions on behalf of the Center. All inquiries, problems and other issues concerning this facility will be dealt with by a Center staff member.

GROUP INFO

Inside Constituency Groups

Groups that are within the Center's constituency (e.g. non-profit groups or civic associations working toward the preservation and improvement of the urban environment) may schedule use of the meeting rooms according to the guidelines.

Parties, exhibitions and receptions are also not allowed.

If the group is determined to be part of the Center's constituency, the group will be asked to fill out a resource referral form as part of its first use of the space.

Outside Constituency Groups

The meeting rooms are open for use by groups outside our constituency but, as we give priority to groups within our constituency, the meeting rooms may be reserved by “outside constituency” groups no more than two weeks before the desired meeting date. For example, if a group wishes to schedule a meeting on June 14th, the first day they could request that meeting would be June 1st.

PERMITTED MEETINGS

The Center does not schedule regular group meetings (i.e., every Tuesday for the next year).

Workshops within a limited time frame (i.e. every Tuesday and Saturday for three weeks) are the only exception to this rule. *Note:* Organizations scheduling multiple meeting workshops should pay for half of the expected cost of the meetings upfront. See “Fees” for details.

Due to funding parameters, religious services may not be conducted in the meeting rooms. Parties, exhibitions and receptions are also not permitted.

RESERVATION PROCESS

We require a written request on organizational letterhead, addressed to “meeting-rooms” either by mail, fax, or email. Alternatively, it may include an electronic signature if sent by email. While groups may inquire about available dates and times over the phone, reservations cannot be made without a written request. The e-mail address to reserve meeting spaces is meeting-rooms@neighborhoodpreservationcenter.org.

The room request should include the following. (For your convenience, see the attached form):

- Desired date of meeting.
- Starting time (including set-up time).
- Ending time (including clean-up time).
- Number of people attending.
- Number of rooms needed.
- Nature of meeting (staff retreat, board meeting, workshop, etc.).

If this is your first request to use a meeting room at the Center, please also include:

- A brief description of the organization (mission statement), 501(c)3 status, if the group has a paid staff or is all-volunteer organization, contact information including contact person, mailing address, phone number and fax number.

Note: Meeting time includes the time a group requires to set-up and clean-up. Therefore, please include this time in your request for a meeting space. For example, if your group starts at 9:30am and you need _-hour to set-up, please request a start time of 9:00am. The same holds for clean-up. Please note that groups will be charged for both set-up and clean-up time.

Approval/turn-around time for reservations

There is a one-week turn-around time for responding to meeting-room requests. After receiving your request, the Center will send you a reservation form to be filled out, signed, and returned. Please note that submitting a request does not mean your reservation is confirmed, and ***no meeting will be scheduled without a returned and signed reservation form from the organization wishing to hold a meeting.***

GUIDELINES FOR ROOM USE

Though groups may indicate a preferred meeting room, Center staff reserves the right to put groups in whichever room it deems appropriate.

Each group is responsible for the set-up and clean up of the meeting-rooms and clean up of the kitchen. There is a \$20 fee for failure to clean up after a meeting. It is the group's responsibility to be sure tables and chairs are set-up for its meeting (this includes bringing up any additional chairs from and returning to the basement). Groups must also brew coffee and/or hot water for tea, and bring up any noted dish and glassware up from the kitchen. Dishes must also be washed or loaded into the dishwasher and all supplies must be returned to their respective places and the kitchen must be left clean and orderly.

Candles, incense or other burning materials are not allowed. The Center also does not permit materials to be pinned or taped to the walls. Easels and a bulletin board are available for presentations.

Rates

Inside Constituency*/Volunteer Groups	\$20/hour per room
Inside Constituency/Paid Staff	\$30/hour per room
Outside Constituency	\$30/hour per room
For-profit	\$60/hour per room

There is a two-hour minimum for room reservations.

*Our constituency includes non-profit groups or civic associations working toward the preservation and improvement of the urban environment);

Requests from for-profit groups are considered on a case-by-case basis, and the fee varies. The minimum is \$60/hour per room.

Groups whose members fail to clean up after their meeting will be charged a fee of \$20.

Additional equipment such as a slide projector, DVD and VHS players, flipcharts, dishware, coffee, tea, water, etc. is available for use. Nominal fees apply. Reservation forms include a checklist of those items you may need for your meeting. (Note: it is the group's responsibility to set up and clean up everything). Please let us know in advance which items you will need.

A group is responsible for covering the cost of the time they have scheduled, even if they leave early. If a group's meeting runs over time, additional fees will be charged to reflect this.

Meeting invoices will be sent to the contact person for the group and are due upon receipt. If the Accounts Payable Department for your organization takes several weeks to process an invoice, please make payment arrangements with the Center before scheduling a room. ***Organizations with outstanding invoices cannot schedule a meeting until the previous invoice is paid.***

Cancellation

Cancellations must be made 48 hours in advance of the scheduled meeting or the group will be charged the full amount of the meeting scheduled. If a group does not show up for its scheduled meeting, it will also be charged the full amount.

For questions or more information, email meeting-rooms@neighborhoodpreservationcenter.org