

## MEET HERE

### Come See - The Meeting Place

*Stop by and see the new meeting rooms downtown at the YWCA, located at 14<sup>th</sup> and Mapleton in Boulder*

### MAIN

#### Meeting Room

- *Main floor*
- *Next to reception area by front door*
- *425 square feet*
- *Seats 20 in classroom style*

### UPSTAIRS

#### Double Class Room

- *Second floor*
- *Kitchenette nearby*
- *725 square feet*
- *Seats 40 in classroom style*
- *Windows cover expansive north wall*
- *Partitions can split the room into two classrooms*

### MORE

- *Computer Lab, EDGE Classroom*
- *A-V Equipment, Board Room*



Company Retreats  
Luncheon Meetings  
Training Sessions  
Trunk Shows  
Workshops

For more information on room  
rentals contact

**Renee Rieder**

(303) 443-0419 ext 119

[renee@ywcaboulder.org](mailto:renee@ywcaboulder.org)

Room rentals help support the programs of the YWCA of Boulder County, a non-profit organization whose mission is to *Protect Children, Empower Women and Girls, and Eliminate Racism.*

Children's Alley, Career Services and EDGE: Girls' Empowerment Program are some of our hallmark programs.

## Policies for YWCA Meeting Rooms

1. Payment in full is due at the time of reservation. A valid credit card (Visa, MC, AmEx, Discover) is required as a guarantee for damage deposit. A certificate of liability insurance must accompany reservations.
2. Clients using a meeting space must leave the space clean, in the same layout as they found it, with lights off and doors closed. If patio doors or windows are opened, be sure to close and lock them when you leave.
3. Burning of any materials is not allowed inside the building – no smoking, no candles, and no incense. Illegal substances are not permitted anywhere in the building. No pets are allowed inside the building except for service animals.
4. Any display materials must be set on easels or otherwise arranged ahead of meeting time. No posters, pictures, flyers or other materials may be affixed to the walls.
5. The client will supply all supplies and equipment for use in the meeting room, unless otherwise arranged. Please do not borrow from open offices.
6. Only the room(s) being rented and neighboring public spaces (e.g., restrooms, hallways) are open to the public. Specifically, Children’s Alley and its kitchen are off limits to non-staff. If you need to change rooms, please clear the move through YWCA staff.
7. If you rent the kitchen, please keep it neat and label the refrigerator items with your group’s name. We will toss unlabeled items during cleaning.
8. Do not prop open doors. Because we run a children’s daycare center at night, the building needs to be secured and no strangers allowed in. Please use only the front door for all entry and exit. After the doors are locked, a doorbell is used to let people in.
9. Childcare at Children’s Alley can be provided if arranged with CA ahead of time. If you bring children into the meetings, please keep them in your meeting room. Do not let them roam the building and disturb other meetings going on in the building.
10. Public parking is available in the neighborhoods and at meters. Parking structures are located at 15<sup>th</sup> and Pearl, and 14<sup>th</sup> & Walnut (parking structures are free on Saturdays and Sundays). Parking is not available for rent with the room. Alley parking spaces are specifically reserved for YWCA staff.
11. The renter accepts responsibility for any damage to YWCA property arising from the group’s use of the facilities and will pay for repair or replacement of damaged property.
12. The renter accepts full responsibility for all claims for damages for bodily injury or to property arising from the group’s activities at the YWCA, and agrees to indemnify the YWCA for any claim, loss or liability resulting from the group’s use of YWCA facilities and not arising from negligence of the YWCA.

**EMERGENCY CONTACT INFORMATION:** In case of emergency at the YWCA when no staff is on duty, please check the front desk for emergency contact names and telephone numbers.



YWCA of Boulder County  
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Boulder, CO 80302

T: 303-443-0419  
F: 303-443-5098  
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**YWCA OF BOULDER COUNTY  
AGREEMENT FOR USE OF YWCA MEETING SPACE**

Application Date \_\_\_\_\_

Classroom Requested \_\_\_\_\_

Date Room is Requested: Su Mo Tu We Th Fr Sa \_\_\_\_\_

Start Time of Event \_\_\_\_\_ End Time of Event \_\_\_\_\_

Beginning Time of Use \_\_\_\_\_ Ending Time of Use \_\_\_\_\_  
(Please allow sufficient setup/cleanup time. You will be charged for these hours)

Expected Attendance \_\_\_\_\_

Description of Room Use in detail, including other requirements (e.g., A/V, set-up)  
\_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

<u>YWCA Classroom Fee Schedule</u>	<u>Hourly Rate</u>
Main Classroom, Board Room, EDGE Room	\$40
Upstairs Classrooms	\$60
Computer Laboratory	\$100

Non-profit discounts are available at 50% of commercial rates. Recurring meetings and extended retreats may also earn discounts. Additional services may be arranged by agreement, including audio-visual equipment, easels, kitchenette use, child care and room set-up.

1. Is this group part of the YWCA of Boulder County? YES NO  
 2. Is this group affiliated with a YWCA partner organization? YES NO  
 3. Is this group a non-profit organization? YES NO  
 If so, please give your federal tax ID number \_\_\_\_\_  
 4. Is there a fee for people to attend? Please detail \_\_\_\_\_ YES NO

5. Will refreshments be served or consumed? Please detail YES NO

*I affirm that I have read and will abide by the policies outlined in the "Policies for YWCA Meeting Rooms," which rules are deemed a part of this Agreement. This Agreement is accompanied by proof of liability insurance and valid credit card guarantee for damage deposit.*

Signature \_\_\_\_\_

Date \_\_\_\_\_ Title \_\_\_\_\_

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**FEES – DUE WITH RESERVATION**

Classroom being rented \_\_\_\_\_

Rent for classroom \_\_\_\_\_ hrs. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Other fees \_\_\_\_\_ hrs. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

\_\_\_\_\_ hrs. x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

TOTAL DUE = \$ \_\_\_\_\_

Check Enclosed \_\_\_\_\_ Check no. \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_

\*\*\*\*\*

**PROOF OF INSURANCE:** Date received \_\_\_\_\_

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**DAMAGE DEPOSIT**

This credit card guarantees that the classroom and/or equipment will be left in excellent condition.

Credit Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_

## **Childcare at Children's Alley for Groups Meeting at the YWCA**

The YWCA of Boulder County is pleased to offer the services of high quality, temporary childcare to individuals and community groups, who may need these services when renting our meeting space.

Children's Alley (CA) serves children from 6 weeks through 12 years old. All families are welcome. Fees are charged on a sliding scale, based on family income. Available spaces are filled on a first come-first served basis, and payment is due at the time childcare is given.

For families not associated with a group meeting, parents must to reserve a space by calling 303-449-1951 at 4 p.m. or later for childcare on the following day.

Call-ahead service is available to some clients who rent meeting space in the YWCA and arrange for this service in advance. In using this call-ahead service, parents are asked to follow these procedures:

1. There will be a limited number of slots allotted for pre-scheduling depending on the time and the group's needs.
2. You may call before the usual 4 p.m. scheduling time, on any day prior to the meeting.
3. Please identify the organization with which you are affiliated and the time of that meeting.
4. At 4 p.m. the day before the meeting, any unused slots will be put back into the pool for others who call at 4 p.m.
5. All the usual registration forms, agreements and fee scales will be followed, and must be completed before the meeting time. Childcare at CA is a service provided by the YWCA of Boulder County for individual parents and is not affiliated with the group that is meeting in our building.
6. If you make a reservation for your child and do not cancel prior to 4 p.m. the day before, payment is due whether or not you use your reservation.

If you have any other questions, please contact the CA Child Care office for more information at 303-449-1951.

### **About Children's Alley**

Children's Alley is Boulder County's only temporary, drop-in childcare center. The program provides families with a convenient childcare option when there is a sudden or short-term need for childcare. Children's Alley serves children from 6 weeks through 12 years old. Hours include Monday through Thursday, 7:30 am – 9:45 pm, Friday 7:30 am – 5:45 pm and Saturday 9:00 am-5:00 pm. All families are welcome and fees are based on a sliding scale. The YWCA of Boulder County has operated this program for more than 20 years.

## **Policies for the YWCA Computer Lab**

The organization renting the computer facility is responsible for the facility and the equipment being used. Please be diligent to enforce these policies with your participants. You are also responsible for not allowing participants to wander around the building into spaces that are not being rented to you.

A credit card guarantee, a certificate of liability insurance and payment in full must accompany reservations for the computer lab.

1. For security and courtesy, please leave the lab as you found it
  - a. computers and monitors turned off
  - b. chairs and tables put back neatly
  - c. work area around the computers picked up
  - d. lights out, and windows locked and door locked when you leave
2. Do not bring food or beverages into the lab (including candy/gum).
3. Conduct professional activity. Do not display or print sexually explicit images, email profane, discriminatory or offensive language, or conduct illegal activity.
4. Do not install, copy, or reconfigure software -- this includes e-mail POP clients. If you need a special consideration for your program, please ask permission first.
5. Take all files with you. Files saved to the hard drive will be erased.
6. The lab is wheelchair accessible from the gate at the north side off Mapleton.
7. An LCD projector is available to rent –please arrange ahead of time.
8. Policies outlined for YWCA Meeting Rooms also apply to the computer lab.

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## **Summary of YWCA Computer Lab**

- 13 IBM computers – Pentium 4 @ 3ghz, 512 MB of RAM
- T1 line for fast internet access
- LCD projector available for rent
- Maintenance is performed nightly by Deep Freeze software that eradicates all changes and resets the computer to its original state. Files saved onto the network folder, ‘Computer Lab Files’, will be saved; all other areas are cleaned out each time the computer is rebooted (including My Documents).

## YWCA Computer Lab Software

### Microsoft Office Pro 2003 and 2007 (Multilingual)

- Word
  - Excel
  - PowerPoint
  - Outlook
  - Publisher
  - InfoPath
  - Access
- Note:
- \* Both 2003 and 2007 office will be installed
  - \* Office Professional includes bonus programs
  - \* Spanish fonts, spell checks, help menus, templates, wizards are available. See below.\*

- **Adobe Photoshop Elements 5.0**
- Adobe Reader 8
- Internet Explorer
- Mozilla Firefox
- OpenOffice.org 2.2
- 7-Zip
- BOINC
- Bink and Smacker
- Cute PDF
- GIMP
- iTunes
- Mavis Beacon Teaches Typing 15
- Nvu
- Picassa2
- PhotoFiltre
- QuickTime
- Sonic
- Audacity
- Paint.NET
- Outlook Express
- Windows Media Player
- Windows Movie Maker
- Windows Messenger

\* When you change the language of the user interface or Help, you change it for all Office programs. Changing the language of the user interface does not change the file format of Office files that you save, nor does it change the program in any other way. You don't need a converter to open files. Some components of Office do not support changing the language of the user interface or Help.

## YWCA of Boulder County LCD Projector Rental Policy

Lessee accepts full responsibility for loss or damage to the rental equipment and assumes all costs involved in repairing or replacing said equipment. Insurance coverage is the responsibility of the lessee.

Rental fees are due and payable at the time equipment is reserved.

Two forms of identification are required for rentals. The primary ID must be a current driver's license with photograph, military ID or valid passport. The secondary ID must be a major credit card (Visa, Master Card, American Express or Discover).

The required rental deposit is to be secured on Visa, Master Card, American Express or Discover. Checks will not be accepted for purposes of the security deposit.

Prices and equipment are subject to change without notice.

These are the items you will receive in the LCD projector case. All of the items listed below are expected to be in the case when you return it. **Any items missing from the case after rental must be replaced at the expense of lessee.**

- LCD project
- Owner's manual
- Remote control
- Monitor cord
- Audio cord
- Power cord
- USB cord

Rental rates per day:

Commercial rate: \$150

Non-profit rate: \$100

I understand the rental agreement for the YWCA's LCD projector. I understand that I am fully responsible for the care of the projector and for replacing all or part of the projector if it is lost, stolen, damaged, or broken while it is in my care.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date/time to be picked up

\_\_\_\_\_  
Date/time to be returned

Credit Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_