

Event Spaces and Logistics

Overview:

The PCLB Foundation can offer two rooms at this time, our Board Room for intimate gatherings of up to 16, and the Event Space & Café for groups of up to 80, also shared with our floormate Retro Report, for larger activities. Requests to use these spaces must be submitted at least **1 month** prior to the event.

Both spaces are available during regular business hours, from 8:30AM to 5:00PM. Time outside of normal operating hours may be arranged on a case-by-case basis.

Wifi is available in all spaces, and guest passwords will be given day-of. Restrooms are also available on-site, and there will be signage to provide direction.

PCLB will collect and store any deliveries needed for the event. Delivery items typically include soda, small snacks, notepads and pens, plastic cups, and other small to medium items that you do not wish to carry with you day-of. Deliveries can be made to the space once approval is granted by Carrie Schindele and/or Ben Benoit, typically at least 2 weeks before the event. Deliveries do not include rentals (ex. tables, chairs) or caterers that require direction. If having any caterers or rental equipment sent to our space, please ensure that one of your organization's staff is available to direct this process.

If advertising your event, please also ask permission before using PCLB's name or logo.

Board Room:

- Our Board Room has seating for 16 people at a single long conference table.
- One small garbage can is available in room.
- Television, computer monitor, and HDMI + converters are available for laptop hook-ups. We prefer that organizations bring their own laptops for security purposes.
- Catering can be set up outside the room on a small counterspace. Refrigeration is available for items that need to be kept cool.

Event Space + Café:

- Event Space holds 80 People.
- Café is seated for 26 (one long, seated bar for 5, 3 medium round tables that seat 4, and 3 tall tables that seat 3).
- 100 Chairs, 1 podium, and laptop hookup with an overhead projector are available. Converters are also available.
- Additional tables may be rented (see Recommended Vendors PDF for suggestions).
- Please refer to our Rules & Regulations document for information on cooking and preparing food in the café area. Refrigeration is available for items that need to be kept cool.

What We Do Not Offer:

- Coat check
- Refreshments & utensils (cups, plates, forks, etc. We *can* however provide pitchers of water at the request of the grantee)
- Set-up/break-down of event

- Bulk or large garbage removal
- Weekend or holiday use of spaces

Basic Logistics Checklist:

Pre-Event

- Review materials and submit initial intake form for the Administrative Assistant to review.
 - Our intake form will collect all preliminary details such as date, time, equipment needs, request for a pre-event walk-thru, etc. Our assistant will be in touch with any additional questions.
- Once reviewed, the administrative assistant will present the form to Carrie Schindele and/or Ben Benoit for approval. If the form is approved, the Administrative Assistant will prompt your organization to sign our final agreement form in DocuSign. This will occur no later than 2 weeks before your event to allow for sufficient review and deliveries to be made.
- Please be sure to take the appropriate security steps prior to your event to ensure your group can enter the building. There are two methods for seeking security approval. The Administrative Assistant will prompt you as to which protocol to follow. For your reference, they are described below:
 - The first method is for Board Room groups (max: 16 people). You may send a guest list to our Administrative Assistant, **no later than three days before your event**, so that the assistant may enter your guests into our security system.
 - The second method, for Event Space groups, requires that one of your organization's members wait in the lobby with a clipboard and list of names to check people in as they arrive. The Administrative Assistant will let the building know ahead of time that somebody from your organization will be downstairs doing this. Please be sure to let us know the name of the staffer responsible for checking-in your staff so we can clear them with security.

Day-Of

- Come in a little early to set up!
 - It's up to your organization to determine how soon to come in for set-up. Most groups give themselves 15-30 minutes when using our Board Room. Larger events reserved for the Event Space, usually those using a caterer, renting tables, etc., will require about an hour for set-up and an hour for breakdown. Please account for time spent setting-up and breaking-down when requesting your start and end time.
- Bring any laptops and equipment as needed (see our A/V Guide for more details).
- Group members or designated point person (depending on security measure taken) will check-in at front desk. **Be sure to bring an ID.**
- PCLB staff will greet and show organization into the space. Organization will be free to set-up and run the event thereafter.
- Any deliveries made to PCLB before the event will be given to the organization on the day-of.
- PCLB staff are not responsible for organizing, setting-up, or breaking-down/cleaning up the event.
- PCLB Staff will be present should any technical or space related difficulties arise.