



NoCo Foundation Meeting Room Guidelines



Here at NoCo Foundation, we are committed to providing a safe, respectful, and welcoming environment for everyone who uses our facilities. Behavior that is intimidating, threatening, disruptive, or violent—whether physical or verbal—is not permitted. To support a safe environment for all guests, the following are prohibited on our property:

- Threatening or violent conduct of any kind
- Harassment, intimidation, or bullying
- Vandalism or damage to the facility
- Possession of weapons, including firearms

Weapons are not permitted on the premises, **including concealed carry firearms**, regardless of permit status.

Groups using our meeting rooms are expected to ensure that all participants comply with these guidelines. We appreciate your partnership in maintaining a space where everyone feels safe and respected.



Eligibility

The NoCo Foundation offers free access to meeting space to 501 (c) (3) organizations serving Northern Colorado.

Types of Uses

The meeting space is recommended for nonprofit trainings, meetings, and retreats. It is not available for special events, fundraisers, or political events.

Fees

Free to 501C3 charitable organizations. Organizations are not permitted to charge for meeting attendance.

Food & Drink

There is no kitchen available for on-site catering. You may bring your own snacks or order delivery through any licensed and insured restaurant. No alcohol allowed. We do not supply water or coffee.

Set-Up & Clean-Up

You are responsible for arranging chairs and tables to fit your needs and cleaning up. Please allocate at least 30 minutes at the beginning of your meeting to set up and 30 minutes at the end for cleanup. We ask that you:

- Return the room to its default configuration.
- Clean tables and counters with disinfecting wipes, located in the room.
- Remove or dispose of food and beverages. Do not leave food at the Foundation.
- Shut down A/V equipment and turn off lights.
- Ensure all belongings are removed. The Foundation is not responsible for damage or lost items.
- Check out with the Meeting Space Administrator no later than 5:00 PM.

Audio/Visual

Our meeting rooms have Wi-Fi capabilities. Our room includes a screen for Mac or PC presentations. If you are planning on a video conference, you must come with your own equipment to do so. Whatever equipment you use, make sure it is HDMI compatible for your presentations on our screen. You can also bring a USB stick to use on our Desktop.

During your Meeting

- 1.) Enjoy access to restrooms and the lobby near the meeting space.
- 2.) Refrain from leaving the meeting space area and entering the Foundation's business offices. Please leave the room set up as it was when you came.
- 3.) Contact the Meeting Space Administrator for adjustments to room temperature.

Contact

Francie Koehmstedt serves as meeting space administrator and is dedicated to helping your meeting run smoothly. She can be reached by phone at 970-224-3462 or by email at info@nocofoundation.org.

Hours of Operation

Monday - Thursday

8:30 a.m.- 4:30 p.m.

Location

4745 Wheaton Dr. Fort
Collins, CO 80525

You may call:

970-224-3462 for
directions.

Parking

Parking is free and
accessible to our
building.