

Brown Foundation Center Community Conference Room
320 Hammond Hwy. Metairie, LA 70005
Reservation Form

Please complete and send to: _____ FAX (504) 834-3441 or
tinabouzon@thebrownfoundation.org

Confirmation will be returned. All requests must be in writing.
(You may call to see if room is available. Reservation confirmed when form is sent back to you.)

Name of contact person attending meeting: _____
Email address: _____
Phone number: _____ Fax: _____
Name of Organization: _____
Program Name: _____
Mailing address: _____
City/zip: _____

Date of meeting: _____ Number of attendees: _____

Purpose of meeting: _____

Time meeting room is needed: From: ____ am or pm to: ____ am or pm

Will refreshments be served? Please circle one: Yes or No

Would you like to reserve a projector? Please circle one: Yes or No

If meeting is cancelled, please notify us by phone (504) 834-3433.

Eligible Groups: Community groups, nonprofit organizations

Your reservation is not confirmed until this form is returned.

Signature: _____ Date: _____

Please print name: _____

Your signature acknowledges that you read and will share this information with all attendees.
Please abide by all Community Conference Room policies and procedures. Thank you.

Do not write below this line

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Request is: ___ Approved ___ Denied ___ Other – See comments below

Date: _____ Approved by: _____

Comments:

Community Conference Room Procedures and Policy

All Community Conference Room requests must be in writing and received by fax or email. You will receive a prompt reply by fax or email.

The Community Conference Room is available from 8:00 a.m. – 5:00 p.m. Monday through Friday, usual business work days.

Your submitted request must include your business letterhead, copy of your business card or literature about your group.

Meetings are not booked until the completed Reservation Form is approved.

Pick up and return the Conference Room key from the 5th floor.

Call (504) 834-3433 for key pick up/drop off arrangements between 8-4:30.

Please conduct meetings in a quiet and orderly fashion. Meetings which disrupt or disturb tenants will not be allowed. Do not meet in the hallway, place tables in the hall or prop the door open when meeting. Cell phones may be used in the meeting room, elevator lobby or in the parking garage on the first or second floor. Please do not use cell phones in the hallway. Thank you.

The room is not available for gaming, social gatherings such as holiday, birthday parties, baby or bridal showers, bingo, etc. Alcohol may not be served.

There is no charge for the use of the room. To keep the use of this room free of charge, we ask that you take with you what you bring into the room. Please clean the coffee pot, wipe down the countertop and tables with spray cleaner and paper towels provided, leaving the room tidy for the next group. Thank you.

All groups using the Community Conference Room are expected to leave it clean and orderly. If a group damages the room, payment for repairs will be the responsibility of the applicant. Items which cause damage to furniture, walls, windows, flooring are not to be used. These include: tacks, tape, nails, paint, permanent markers, art projects, etc.

The Brown Foundation Center is a smoke free building. There is a designated smoking area on the first floor in the parking garage.

Any organization using the Community Conference Room agrees to hold harmless The Brown Foundation against any and all liability which may be imposed on them for any injury, to persons or property caused by the organization or any persons connected with a meeting.

NOTE: Please share this information with attendees and ask your attendees to contact you concerning catering arrangements, driving directions, parking questions, etc. Please have your meeting attendees contact you if they have any questions. Please have your workshop attendees go directly to the 4th floor in Room 400 for your meeting. Thank you.

To: Groups interested in reserving the Conference Room
From: Tina Bouzon (office 504-834-3433 cell 504-251-4036)
Re: Conference Room Reservation information

The Brown Foundation Center Community Conference Room is on the 4th floor in The Joe W. and Dorothy Dorsett Brown Foundation Center. The building's address is 320 Hammond Highway, Metairie, LA 70005.

Please pick up and return the Conference Room key to the 5th floor.

Please call (504) 834-3433 for key pick up/drop off arrangements.

The Conference Room # 400 is located on the 4th floor, it contains:

10 Narrow tables and 35 chairs

Internet access

Audio visual cart

Coffee pot, coffee, cups, powered cream, sweeteners and paper napkins.

Small refrigerator (no ice provided – bring ice chest with ice, if you wish)

Dishwashing liquid, spray cleaner and paper towels

Projector available - Request use when reserving room.

Pick up projector from 5th floor when picking up conference room key.

The maximum number of people the room will accommodate is 35. We recommend that you see the room before reserving it to be sure it meets your needs. You may arrange the room to meet your needs.

Your group may park in the parking garage on the first floor of the building – entrance is on Seminole Street. Please do not double park/block in other cars. Please obey all usual public parking rules when parking on the street. Do not park on the grass.

The address of the Brown Foundation Center is 320 Hammond Highway in Metairie, LA 70005. We are located at the corner of Hammond Hwy. and Seminole Street. The entrance to the building and parking garage is on Seminole Street. Note: Seminole Street is between the lake and West Esplanade Avenue. Papworth becomes Seminole at West Esplanade Avenue. The Brown Foundation Center is a 5 story building in Metairie. Elevator lobby is in the center of the parking garage on ground floor.