



Veteran Wellness Center

## VWC Room Reservation Use Policies and Guidelines

### Eligible Organizations

Nonprofit organizations, professional associations and affiliate organizations may request to use the Veteran Wellness Center (VWC) and The Steven A. Cohen Military Family Clinic (Cohen Clinic) rooms. Preference will be given to Veterans, First Responders, and their families for Community Room reservations.

### Standing Reservations

The VWC encourages community organizations to contact us regarding their need for standing reservations. The VWC and Cohen Clinic reserve the right to reschedule previously reserved areas for purpose of prioritizing program needs. The request for standing reservations by a community organization will be reviewed and approved on an individual basis.

### Rooms Available for Use

The VWC room space consists of six areas.

**Community Rooms A and/or B** (seating capacity up to 75 each or 150 combined) available room configurations are classroom, theatre, square tables, u-shaped, square, or tradeshow;

**Board Room Second Floor** (seating capacity 15)

**Huddle Room Second Floor** (seating capacity 6)

**SA Cohen Military Family Clinic Board Room** (seating capacity 25);

### Hours of Use

The rooms are available Monday through Saturday during the times listed below. The reservation must allow for adequate time for set up and clean up within the VWC and Cohen Clinic regular office hours are listed below. *[Please note: The facility is **not** available outside the following respective hours.]*

**VWC:** Monday through Thursday 8:00 am - 7:00 pm; Friday 8:00 am – 5:00 pm;  
Saturday 8:00 am – 2:00 pm

**Cohen Clinic:** Monday 9:00 am – 6:00 pm; Tuesday through Thursday 8:00 am - 7:00 pm;  
Friday 9:00 am – 3:00 pm; Saturday 8:00 am – 2:00 pm

### Room Reservation

The VWC will accept reservation requests up to 90 days in advance. Due to prioritization of program needs the (VWC) will not be able to confirm reservations until **45** days prior to the event date.

Reservations will be accepted on a first-come, first serve basis, however priority is given to the Cohen Clinic and Veteran Wellness Center/Endeavors program needs. All reservations will be reviewed within 3 business days of request and a response will be provided via email. The VWC reserves the right to reassign your group to a different room, if the number of people attending changes.

### **Reservation Procedures**

Complete a Room Reservation Request Form at [Room Reservation Link](#) or at [Bit.ly/vwcreserve](https://bit.ly/vwcreserve). It is recommended that a first time host make an appointment with the Veteran Wellness Center by calling 726-207-4892 to view the rooms, selecting the one most suited to their needs, and to discuss usage policies and logistics. The room rental agreement will need to be signed by the organization POC within two weeks of receiving the agreement in order to confirm the room reservation.

### **Reservation Cancellation**

Room cancellation is required no less than five working days prior to the event date. Failure to notify the VWC Staff at (726) 207- 4892 or [vwcommunity@endeavors.org](mailto:vwcommunity@endeavors.org) , will result in loss of deposit or may prevent your organization from future use.

### **Food and Beverages**

Food and beverages are allowed in the rooms. The VWC at this time does **not** provide any food and beverage service. Community organizations may use any caterer of their choice and have access to our full-service kitchen if available with Community Room reservation. Kitchen is adjacent to Community Room B. Refrigeration is also available nearby for boardroom reservations. The VWC and Cohen Clinic are substance-free environments. No alcohol or illicit drugs are allowed on the premises.

### **Cost (See Cost Structure)**

Nonprofit organizations are encouraged to use the space and the cost will depend on several factors; your funding, length of use, burden on the facility, support needs, parking impact and alignment with the VWC.

For profit, political entities or private events are required to pay a fee for the use of the space at the VWC.

Board Rooms/Half of Community Room: 1-4 hours \$250.00; 5-8 hours \$500.00

Community Room Whole: 1-4 hours \$500.00; 5-8 hours \$750.00

Huddle Room: \$100.00

### **Audio-Visual/Technology Policy**

The Community Room and Board Rooms have full video-conferencing capabilities with Internet access. All rooms are equipped with limited audio-visual equipment. Please discuss your needs when booking a conference space. Instructions for network usage will be provided upon confirmation.

### **Ethical Standards**

All organizations hosting events at the VWC will uphold high ethical standards without regard to race, color, religion, sex, gender, age, national origin or disability.

### **Tobacco-Free Building**

The VWC is a tobacco-free environment. Event attendees desiring to use tobacco will be directed outside to the De Zavala Street entrance.

### **Host Responsibilities**

We ask everyone that hosts gatherings in our building to please be mindful of the great care and attention made to providing a beautiful and clean space for our guests. Please help us by returning the room to a tidy state. This ensures that we can quickly sanitize the room and make it ready for the next group. We appreciate your cooperation.

### **Cost Structure**

<b>ROOM</b>	<b>FOR PROFIT</b>	<b>GOVERNMENT</b>	<b>NON-PROFIT*</b>
VWC Board Room (25)	1 – 4 Hours: \$250.00 5 – 8 Hours: \$500.00	1 - 4 Hours: \$250.00 5 – 8 Hours: \$500.00	1 – 4 Hours: \$125.00 5 – 8 Hours: \$250.00
Community Room (Half) (75)	1 – 4 Hours: \$250.00 5 – 8 Hours: \$500.00	1 – 4 Hours: \$250.00 5 – 8 Hours: \$500.00	1 – 4 Hours: \$125.00 5 – 8 Hours: \$250.00
Community Room (Whole) (150)	1 – 4 Hours: \$500.00 5 – 8 Hours: \$750.00	1 – 4 Hours: \$500.00 5 – 8 Hours: \$750.00	1 – 4 Hours: \$250.00 5 – 8 Hours: \$375.00

Organizations are encouraged to use the space, above are the base prices however, the cost will depend on several factors; your funding, length of use, burden on the facility and staffing, support needs, parking impact and alignment with the VWC.

**In-Kind Donation – Organizations that use our facility for events that benefit and are open to our clients, can be recorded as in-kind donations if the criteria above are met and the organization is a Non-Profit.**