Founders Hall Usage Guidelines

The contact person for the group is responsible for ensuring compliance with all guidelines. Violations of these guidelines may result in denial of future Founders Hall reservation requests.

Overlooking scenic landscapes, Founders Hall is located on the lower level of the administrative side of the Motherhouse. The room capacity is 100 and there are 53 parking stalls including two handicap-accessible stalls on the side of the building. Founders Hall is air-conditioned, is a smoke-free, alcohol-free environment, and is ADA accessible. The address of the site is 320 County Road K, Fond du Lac, WI 54937.

Founders Hall is available for meetings Monday - Friday; 8:00 a.m.–4:00 p.m.. Meetings outside of these hours require attendance of a sister or CSA employee.

Eligible Gatherings

The meeting space is open to groups seeking to use the space on an occasional/special basis for meeting, training, and conference purposes away from their worksite. Long-term recurring use will be evaluated on a case-by-case basis but will not be approved for those wishing to use the space to operate a private business.

The group requesting the space must meet all the following criteria;

1. Occurring for one of the following purposes:

- Conference
- Departmental Meeting
- Prayer/Spirituality Group Discussion
- Religious Retreat Day
- Staff Training
- Workshop
- Private-CSA Sister Only

And

2. Have a mission that is aligned with the **CSA Statement of Mission**.

Founders Hall is not available for public groups looking to have private gatherings (birthday parties, Christmas parties, baby showers, family reunions, funeral luncheons,

etc.), instrument recitals, or individuals who are using the space to run personal businesses (exercise classes, etc.).

What is Available

- Wireless internet access
- Piano
- Kitchenette with refrigerator, oven, stove, microwave, ice machine, dishwasher, three 12-cup coffeemakers, 2 percolators (30-cup and 40-cup), plates, bowls, glasses, coffee cups, and silverware
- Podium
- 3 TV displays
- One podium microphone, two cordless microphones, and two lavalier microphones
- Whiteboard, flip chart paper, and dry-erase markers
- CD player
- DVD Player
- Tables and chairs that can be arranged to your type of event (**View photos of the room & sample room layouts**)

Fee

While there is no set charge for the usage of Founders Hall, a free-will donation is much appreciated. Donations are accepted by cash, check, or **credit card**.

Safety

For all meetings

- No open flames are permitted in or out of the building.
- The person who accepts responsibility for the room must ensure that the attendees remain in the lower-level areas and that the room is left orderly by wiping down tables, running the dishwasher, putting dishes away, turning off lights, electronic equipment, and appliances if applicable.
- All unused food, beverages, and other related meeting materials must be removed at the conclusion of the meeting.
- The second set of doors at the Founders Hall entrance must be kept closed and locked for the safety of everyone. Please do not prop a door open with a doorstop or leave the door closed in the unlocked position (bar on the inside door held in the pushed in position). Instead, the person who accepts responsibility for the space will be provided with a portable doorbell that will be placed in Founders Hall. This will allow for setup to continue or start a meeting without the need for someone to be sitting by the door waiting for others to arrive. Alternatively, some groups choose

to have an assigned door greeter from the group to let the remaining attendees in as they arrive.

Business hours are 8:00 a.m. to 4:30 p.m. on weekdays

For meetings during business hours (Monday - Friday; 8:00 a.m.–4:00 p.m.)
Upon arrival at the Founders Hall entrance, ring the white doorbell on the right-hand side of the door. This will alert the receptionist of your arrival. The receptionist will come down to let you in and provide you with the receiver for the doorbell. Additional details about the doorbell features will be shared in the confirmation email. Please call the Motherhouse main phone number 920-907-2300 if you are running later than the arrival time (setup) you indicated on the Registration Form or have questions. (Please note the two different options on your registration form; arrival time (setup) and Meeting Start Time.)

If you have items that you need to bring in from your car, please have them on the bench that is located in between the two doors, so that you can bring them in when you are let in by the CSA staff or wait until another member of your group has arrived so that they can let you back into the locked building.

For meetings outside of business hours

If your meeting begins during business hours, but concludes outside of business hours, or if your meeting starts outside of business hours but concludes during business hours, a Sister or CSA employee must provide admittance to Founders Hall and remain with your group throughout your meeting.

Any violations to our guidelines may result in being denied future access to Founders Hall.

Calendar

Please understand that we host only one event per day in Founders Hall. We can make an exception to this rule when there are two smaller events scheduled that have a setup requiring use of only half the room. When an event setup is only half the room, it will be indicated on the calendar.

Occasionally, late afternoon/evening meetings will mean that early morning meetings cannot be accommodated the next day, because there is not adequate time to adjust the room setup. If your meeting requires a start time prior to 8 a.m., please call or email to confirm availability.

Registration

Consult the online calendar to confirm availability; then complete the Founders Hall Use Request form.

The maximum hold time is one week from the initial inquiry. If a completed form is not submitted, the hold is removed from Founders Hall online calendar, and it is made available to others who may be interested.

Please submit the registration form at least two weeks before the requested date of usage. The CSA Receptionist and Motherhouse Administrator will review your completed form. The review period can take up to two weeks. Confirmation or denial will be communicated via email.

Cancelations

If you need to cancel your reservation, please notify us as soon as possible. There is no cancellation fee if you are unable to keep your reservation or need to reschedule.

Contact

Any questions? Please contact **Chelsea Koenigs**, CSA Receptionist and Social Media Specialist, at ckoenigs@csasisters.org or (920) 907-2300