

# William Caspar Graustein Memorial Fund

## Statement of Understanding

The William Caspar Graustein Memorial Fund is pleased to make its meeting rooms available for your use. Please complete this form, scan and return to us electronically. If you are unable to scan, then submit by fax at 203-230-3331. If you have any questions, please feel free to contact our Scheduling Coordinator at 203-230-3330 or email [scheduling@wcgmf.org](mailto:scheduling@wcgmf.org).

Organization: # of Participants:  
Contact Name: Contact info: phone: Email:  
Name of Facilitator Facilitator's contact information: Phone: Email:  
Date of Meeting:  
Time meeting leader will arrive: Time participants will arrive: Time meeting will start: Time meeting will end:

Room Requested: Community Room 1 \_\_\_\_\_ Community Room 2 \_\_\_\_\_

Audio/Visual equipment\* requested:  none  easel & flip charts  Conference Phone  Projection capability

*\*You will need to bring your own conference calling number. We use internet connected flat screen monitors so you'll need to access your documents/videos via online interface, i.e. Dropbox, Google Docs or web-accessed email.*

**WCGMF will provide water, coffee and tea for each meeting.**

Additional requests:

If you are arranging for catering, please provide name of caterer: Time(s) of delivery:

### **Conditions:**

- Office hours are 9:00 a.m.-5:00 p.m., Monday through Friday. Meetings held outside regular hours require special arrangements and can only be accommodated if staff is available.
- Agency is mindful of Memorial Fund staff with offices near meeting rooms and will be respectful and minimize noise levels, traffic, and general conditions disruptive in office settings.
- Agency will bring sufficient copies of meeting materials and supplies, and will not expect access to Memorial Fund copying equipment and/or support staff.
- In case of severe weather, the policy is that if Hamden Public Schools are closed, then our offices are closed. Please check your local television station for listings, and alert your participants to do the same. Attendees or outside vendors scheduled should be notified.
- Please give us as much notice as possible should you need to cancel or reschedule your meeting, so we can avoid unnecessary charges for support staff; the minimum amount of time needed to promptly alert those contracted for services is **48** hours.
- The use of flash drives, external hard drives or other removable media or devices with WCGMF equipment is prohibited.
- It is your responsibility to ensure the WCGMF equipment is working for your needs PRIOR to your requested time. WCGMF does not provide technical support.

**The following documents must be received before meeting room confirmation notice can be sent.**

- a. A completed, signed copy of the Statement of Understanding
- b. a copy of your 501(c)(3)
- c. a copy of your insurance certificate, naming the Memorial Fund as an additional insured [

**Upon receipt of documents mentioned above, the scheduling coordinator will send you a confirmation notice and will assist with delivery of services and set-up of room and equipment, as requested.**

We understand and accept the aforementioned terms for the use of Memorial Fund meeting rooms and agree that information listed is correct.

Signature :

Date: