

THE TRUE REFORMER BUILDING

1200 U Street, NW
Washington, DC 20009

FACT SHEET FOR RENTING COMMUNITY SPACES

Reservation Checklist

If you are interested in renting space at the True Reformer Building, please follow the processes below. Requests for space must be made a minimum of **four weeks in advance** keeping in mind that reservations are not guaranteed until a fully executed contract has been signed and all required documents and payments have been received.

1. Contact Public Welfare Foundation at 202-965-1800 ext. 302 or send an email to spacerental@publicwelfare.org and indicate the dates for which you wish to rent a community space for your event. Decide whether the space will be appropriate for your needs by scheduling a walkthrough. If, after completing the walkthrough, you would like to request space, please email spacerental@publicwelfare.org and request a space rental form.
2. **Determine what your needs will be and complete the space rental request form. After the Foundation has determined your requirements, you will receive a fully executed contract agreement for your signature. The contract, a copy of your organization's 501(c)3 determination letter, all payments, and a Certificate of Insurance are due at least 21 calendar days prior to the event. If you are a government agency, you must provide a statement of self-insurance. Checks for set-up fees should be made out to Cavalier Maintenance Services. Checks for event fees (if applicable) should be made out to Public Welfare Foundation. No payments can be made by credit card.**
3. Cancellations must be received at least fourteen business days prior to the event in order to receive a full refund of the Event fee.
4. Any contract issued by the Foundation cannot be changed by the signatory.
5. Please note: no space is reserved until all necessary paperwork is completed and submitted.
6. If applicable, set-up arrangements must be completed 7 business days prior to the event.

History

The True Reformer Building, a civic and cultural landmark located in Washington, DC's, historic U Street/Shaw neighborhood offers two unique meeting/event spaces for use by community organizations and the public.

The True Reformer Building was the first building in the United States to be designed, financed, built, and owned by the African American community after Reconstruction and is located at the intersection of 12th and U Streets, NW. The Public Welfare Foundation, a DC-based grant making organization purchased the True Reformer Building in 1999 and carefully renovated the building as its new headquarters.

Meeting Space Details

Outside groups may use two spaces in the True Reformer Building for meetings and events for a nominal fee. The John Anderson Lankford Auditorium features a small stage and moveable theatre-style seating that can accommodate up to 250 people. The Charles and Claudia Marsh Conference Room has a fixed layout with audience seating for 50 people and is appropriate for smaller meetings.

Audio-visual equipment is available in both spaces. The Charles and Claudia Marsh Room has a flat screen TV, CD/DVD player, cordless microphone, and internet access. PowerPoint presentations can be shown on the TV. The Lankford Auditorium has an LCD projector, projection screen, CD/DVD player, cassette player, podium microphone, lavalier microphone, two cordless microphones, and listening devices. Users requiring audio/visual services in the

auditorium other than the podium microphone must hire an approved A/V technician from the vendor list below. Groups may bring their own audio/visual equipment if desired.

The True Reformer Building does not provide on-site computers or phones for public use. Foundation staff members do not take messages, make photocopies or fax documents for visitors.

Fees

	For-Profit Groups	Not-for-Profit Groups
Lankford Auditorium	\$500.00	Fee waived
The Marsh Room	\$500.00	Fee waived

Space is available from **8:00 a.m. to 9:00 p.m. on weekdays and 9:30 a.m. to 4:00 p.m. on Saturdays**. Users are required to have a greeter/registration desk attendant who will ensure that only invited guests/attendants enter the space. Rates quoted are for an eight-hour day. Rooms are available in half-day increments (consisting of four hours) with the related fee assessed at 50% of the daily rate. Provision for set-up and breakdown must be incorporated in the rental period. For example, if your four-hour event requires one hour for the caterer to set-up and one hour to restore the room to its standard layout, you must rent the facility for an entire eight-hour day. Depending on the nature of the event, the Foundation may ask the User to submit a damage deposit in addition to the room fee.

All rentals require the submission of a Certificate of Insurance (COI) naming Public Welfare Foundation as an additional insured, which covers liability and property insurance for your event, in an amount not less than Two Million Dollars (\$2,000,000). The Certificate of Insurance must also include the date(s) of the event and the address of the True Reformer Building. This COI may be obtained through your individual insurance agent, and should be available to you at no cost. For insurance reasons, the Foundation cannot waive this requirement.

Depending upon your needs, there may be additional costs necessary to ensure that your meeting or event is conducted smoothly. They are as follows:

- **Set-Up/Janitorial Fees.** If you require catering in the Marsh Room or Lankford Auditorium, or desire a layout other than the standard seating arrangements, you will need to pay a set-up/breakdown fee. This service is provided to you by Cavalier Maintenance Services, Inc. and will include any clean-up required to restore the space to its normal condition. The minimum fee for this service is \$120.00 and it may increase to \$240 if setup requires more preparation and clean-up than usual.
- **Catering Services.** The Foundation seeks to support businesses located in the Shaw Community and requires that Users obtain needed services from its “Preferred Vendors” listed below:

Vendor List

If your meeting or event requires audio-visual services, tables, additional chairs, catered meals (including beverage set-ups) or floral arrangements, you must obtain these services from one of our approved vendors listed below:

Caterers

Quite a Stir

3212 O Street, NW
Washington, DC
202-298-6818
Tracy Toth – Owner

Fresh Start Catering – Branch of DC Central Kitchen

425 2nd Street, NW
Washington, DC 20001
202-234-0707
Emily Carlos x120
Blaira Cirlin x125

RSVP Catering
2930 Prosperity Avenue
Fairfax, VA 22031
703-573-8700 ext. 1245
Megan Pelton

Office Catering

1612 14th Street, NW
Washington, DC 20009
Alison McVey
202-387-1033

Corner Bakery Café

Various locations

Audio-Visual Services

Immediate Connections, Inc.

1623 Connecticut Avenue, NW
Suite 400
Washington, DC 20006
202-387-7877
Alesha Martin

American Amplifier

4481 Nicole Drive
Lanham, MD 20706
David Dwyer
301-459-8900

John O'Leary

202-363-7224 Studio
202-256-4478 Cell
www.johnoleary.us

Florists

Lee's Florists

1026 U Street, NW
Washington, DC 20009
202-265-4965

Tables/Chairs/Etc.

Capitol Party Rentals

12106 Wilkins Avenue
Rockville, MD 20852
301-231-9600 ext. 2817
Kathleen Ives – Representative

Catering and other services are arranged independently but must be communicated to the Foundation. Payment for these services must be arranged with and made directly to the entity selected.

Consumption of Alcohol

There will be no consumption of alcohol on the premises