



# Community Foundation

OF HANCOCK COUNTY

971 W. US 40  
Greenfield, IN 46140  
317.462.8870  
[CelebrateHancock.org](http://CelebrateHancock.org)



# The **Thrive** Center

Meeting Spaces &  
Amenities

A facility owned & operated by Legacy Properties of the  
Community Foundation of Hancock County, Inc.

**Located** three miles west of historic downtown Greenfield, the facility provides space for gatherings and meetings of various community groups. Ample parking with 120 spots is available free of charge. Completely renovated in 2023, the beautiful Foundation headquarters offers state-of-the-art multi-media, various meeting spaces, open and flexible use areas.



Our location at 971 W. US 40 has been designed to create a sense of place where community is celebrated through the sharing of ideas and the fostering of deeper relationships. It is a space that encourages networking and learning. We are pleased you are interested in hosting your meeting or event at our location.

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# The Thrive Center

Event and Conference Space

Seats  
up to 160  
people

4,930  
square  
feet

Flexible  
room  
settings  
with:

- 20 - half round tables (on wheels) can seat up to 80 people (30" x 60")
- 40 - rectangular tables (on wheels) can seat up to 80 people (30" x 60")
- 160 chairs (on wheels)
- Rolling room dividers and dry erase boards to break up the room for smaller breakout sessions (36" wide)

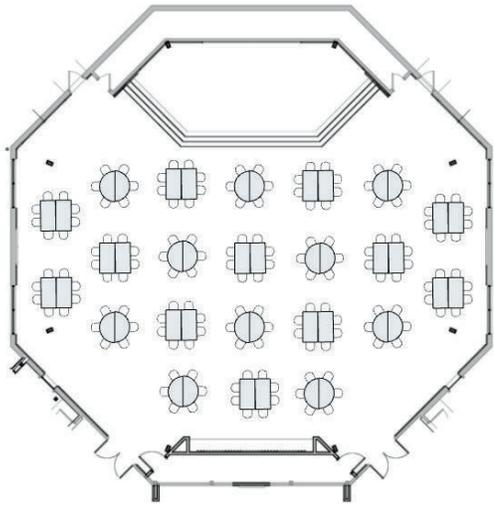


## Advanced Technology including:

- 220" LED video wall behind a 583 sq. ft. stage with podium
- Two 85" displays, which can mirror the LED wall projection or have independent presentations.
- Wall mounted cameras to allow for virtual or hybrid meetings
- Ceiling mounted microphones and speakers for optimal sound for in person or virtual meetings
- Three handheld or lapel microphones
- High speed Wi-Fi accessibility



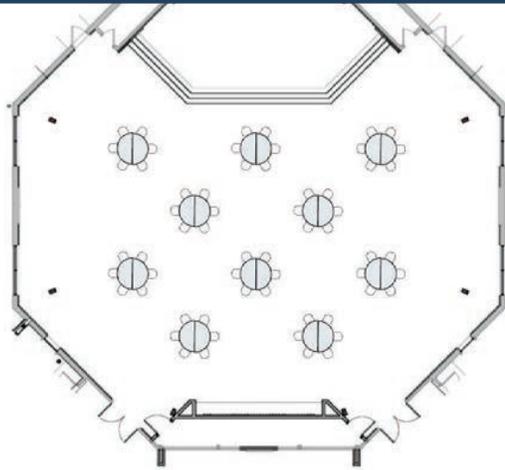
# Thrive Layout Options



## Banquet

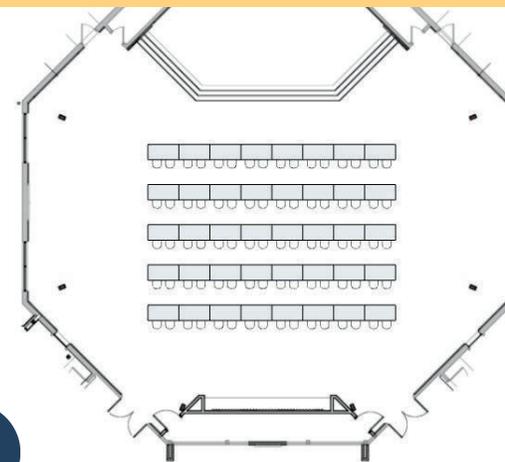
- Set for 156 people
- 10 round tables
  - 60" round with 6 chairs per table
- 12 square tables
  - 60" x 60" square with 8 chairs per table

- Set for 60 people
- 10 round tables
  - 60" with 6 chairs per table



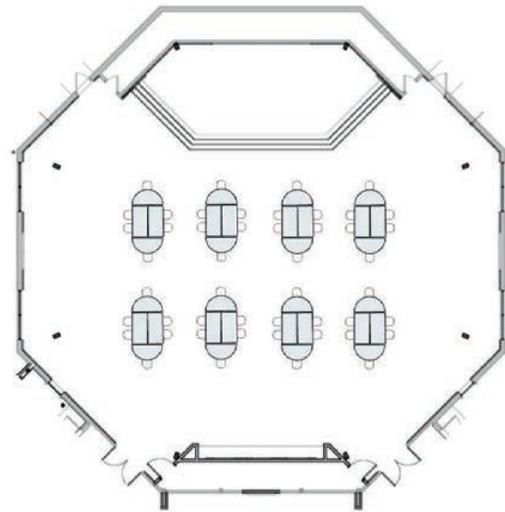
## Classroom Seating

- Set for 80 people
- 40 rectangle tables
  - 30" x 60" with 2 chairs per table

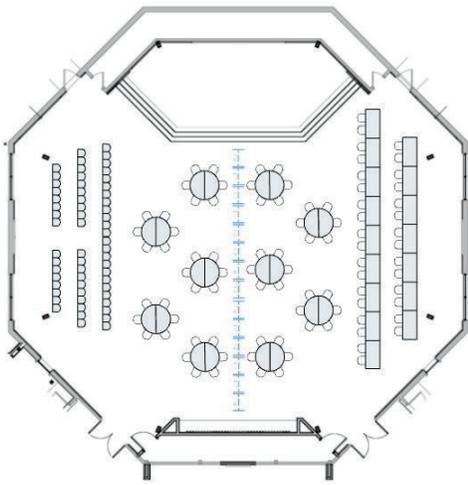


## Theater Seating

- Set for 160 people



- Set for 48 people
- 8 oval tables
  - 120" x 60" with 6 chairs per table

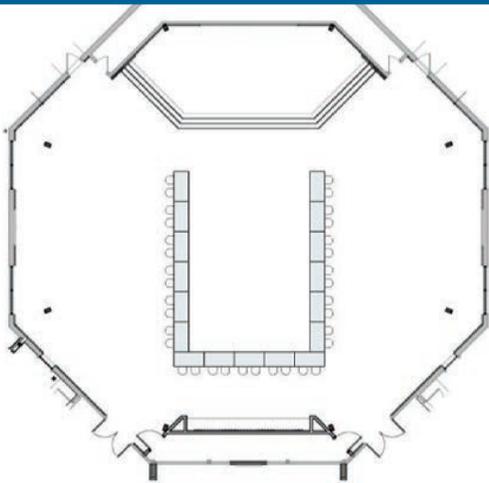


## Classroom Breakout Options- 152 people

- 10 round tables- seating for 60 people  
- 60" round with 6 chairs per table
- Theater seating set for 60 people
- Classroom seating seating for 32 people  
- 16 rectangle tables  
- 30" x 60" tables with 2 chairs per table
- 14 room dividers for breakout options

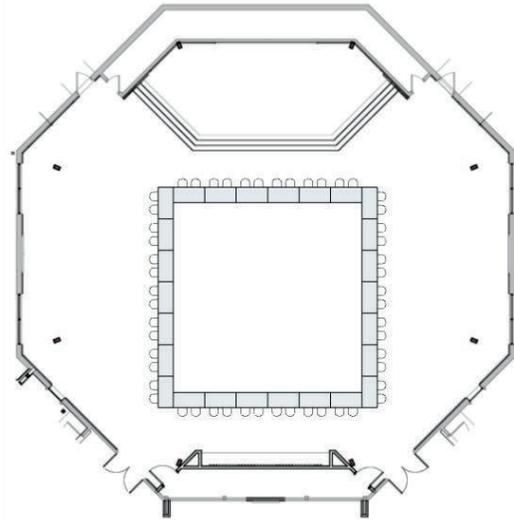
## U Shape

- Set for 34 people
- 17 rectangle tables  
- 30" x 60" tables with 2 chairs per table



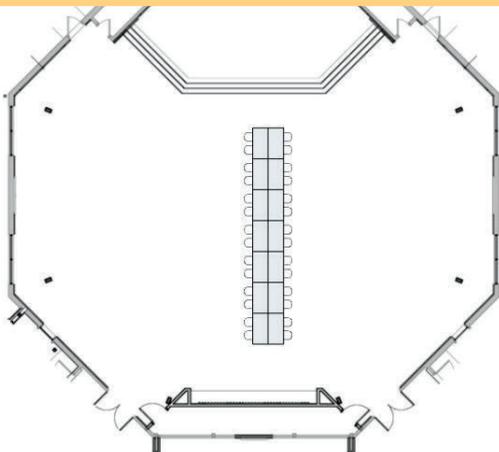
## Hollow Square

- Set for 52 people
- 26 rectangle tables  
- 30" x 60" tables with 2 chairs per table



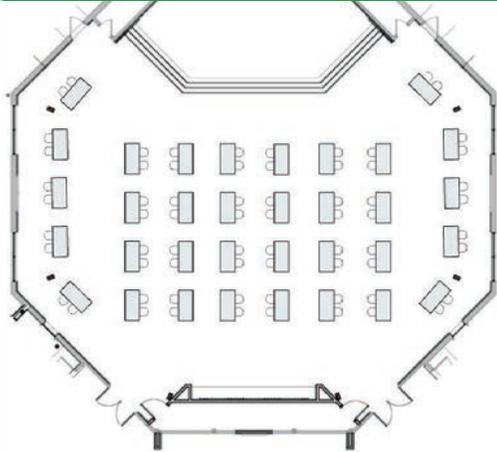
## Conference Table

- Set for 28
- 14 rectangle tables  
- 30" x 60" tables with 2 chairs per table



## Trade Show or Booth Display

- Set for 68 people
- 34 rectangle tables  
- 30" x 60" tables with 2 chairs per table



# The Conference Rooms

- Boardroom table seats up to 14 people
- One 75" display with camera, microphone, and speakers for virtual or hybrid meetings
- High speed Wi-Fi accessibility
- Portable dry erase board available

Large



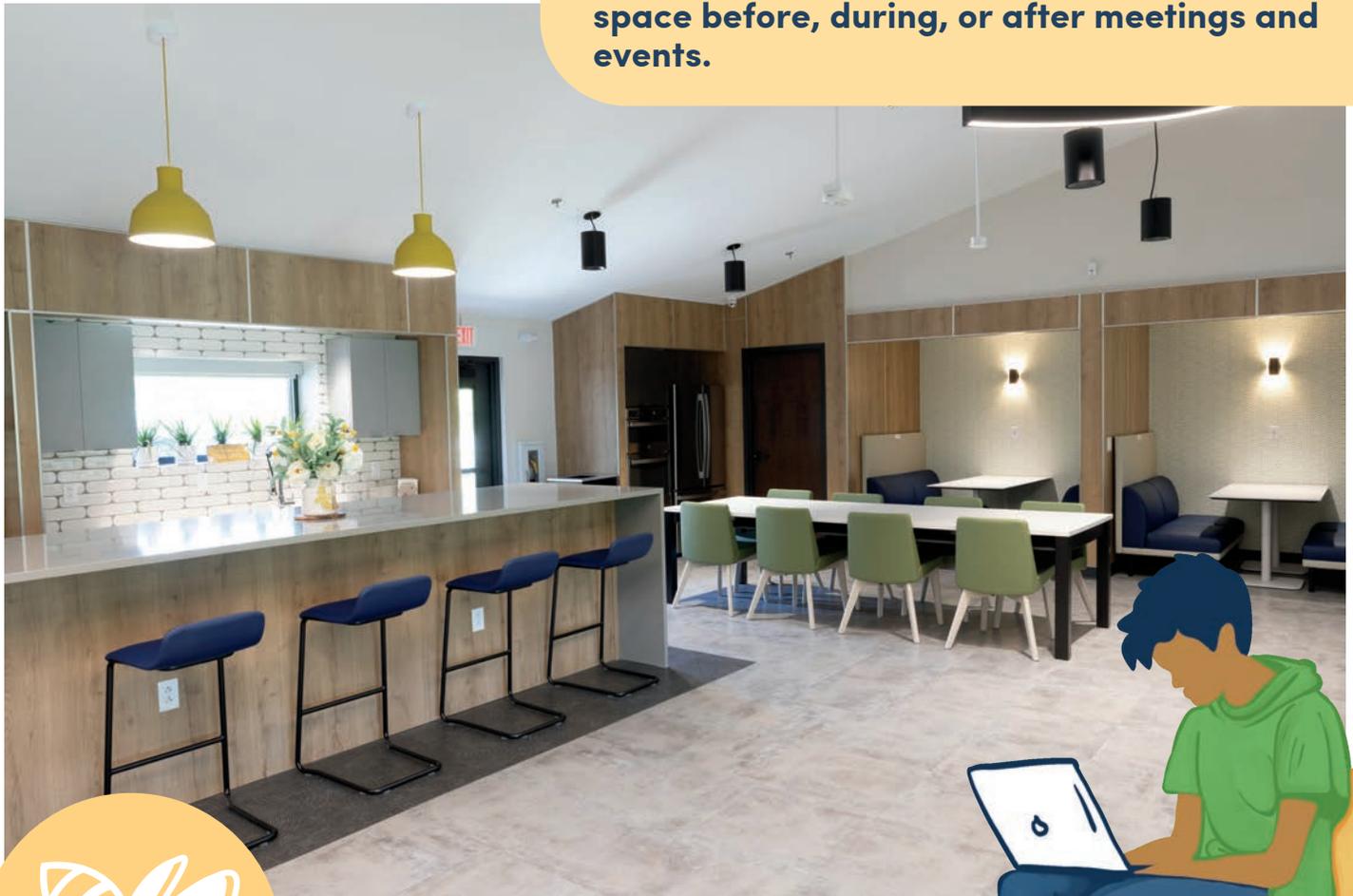
- Meeting table seats up to 6 people
- One 65" portable display with camera, microphone, and speakers for virtual or hybrid meetings
- High speed Wi-Fi accessibility
- Portable dry erase board available

Small



# The Hive

When using our facilities, you also have access to the following public spaces. These spaces provide casual work or networking space before, during, or after meetings and events.



# The Nest



## Beverage Station

Guests to the building can enjoy our beverage station, which includes coffees, teas, sodas, filtered water, and ice.



# Permitted Reservations

To ensure the space is available for use as intended, the following types of meetings and events are permitted:

- Nonprofit meetings, classes, seminars, and workshops.
- Community group meetings, classes, seminars, and workshops. If not legally organized, community groups should be represented or sponsored by a legal entity.
- Nonprofit fundraising events
- For-profit groups will be considered on a case-by-case basis. Please email [Shelley@CelebrateHancock.org](mailto:Shelley@CelebrateHancock.org) to inquire about availability and pricing.

## Events Not Permitted, Include:

- Personal use, such as birthday, graduation, and anniversary parties
- Wedding receptions
- Alcohol tastings
- Events that include religious instruction, preaching, or other religious activities, or activities of political nature that are in support of a particular candidate, party, or cause.
- Events that discriminate as to race, gender, marital status, sexual preference, age, disability, creed, or ethnicity.

*Nonprofits and groups serving Hancock County will be provided preference. While we will consider requests for recurring reservations (such as monthly board meetings), requests for more frequent recurring meetings (such as weekly) will likely be denied. If you are unsure if your event is permissible, please email [Shelley@CelebrateHancock.org](mailto:Shelley@CelebrateHancock.org). Legacy Properties reserves the right to deny reservation requests for any reason.*

# Reservation Process

1. The Reservation Request Form must be completed online at [CelebrateHancock.org](http://CelebrateHancock.org). On October 1 of each year, we will start accepting reservation requests for the following calendar year. \*Submitting the request form does not guarantee a reservation\*
2. Legacy Properties will review your request and respond about the space availability.
3. If the space is available, you will be emailed a rental agreement to sign electronically. This must be completed and submitted before your reservation will be confirmed.

# Rental Fees for Nonprofit Organizations

Because we value collaboration and bringing people together for meaningful conversations, we want to make this space available for charitable purposes at no cost or for a minimal charge. Any rental fees are to help offset related direct expenses and maintenance for the facility. **For-profit groups should contact [Shelley@CelebrateHancock.org](mailto:Shelley@CelebrateHancock.org) to inquire about rental fees.**

	Thrive Center	Large Conference Room	Small Conference Room
Meeting, 2 hours or less	\$ -	-	-
Meeting, 2 hours or less - with a meal served	\$ 50.00	\$25.00	\$25.00
Meeting, up to 4 hours	\$ 200.00	\$50.00	\$50.00
Meeting, up to 4 hours - with a meal served	\$ 250.00	\$75.00	\$75.00
Meeting, full day (more than 4 hours)	\$ 500.00	\$150.00	\$150.00

- Meeting includes classes, seminars, workshops, etc.
- Meetings in the Thrive Center will have one hour prior and one hour after for set-up and tear-down/clean-up.
- Meetings in the Conference Rooms will have 30 minutes prior & 30 minutes after for set-up & tear-down/clean-up.
- 100% of the rental fee is due with the signed agreement and is non-refundable, but may be rescheduled if needed.

Fundraising Event	\$ 1,000	base rate
	+ \$30/hr	of scheduled event
	+ \$250	cleaning fee

- Typically this is a ticketed event with food served.
- Exclusive use of the Thrive Center for the entire day.
- Exclusive use of all public spaces and conference rooms during the scheduled event hours.
- Renter handles room set up. For other policies, refer to the Reservation Policies.
- An Event Host will be provided starting two hours prior to the event and until one hour after the event concludes. *Will assist with lighting, technology, trash and restroom oversight, general oversight of event space.*
- 50% of the rental fee is due with the signed agreement and is non-refundable.
- 50% of the rental fee is due one week before the event and is non-refundable.



# Reservation Policies

Legacy Properties of the Community Foundation of Hancock County (Legacy Properties) owns and operates the property at 971 W. US 40, Greenfield. The following policies are in place to maintain the beauty and safety of the building. The contact person for the reservation is responsible for ensuring these policies are followed and for the supervision of their guests. Failure to follow our policies may result in the cancellation or denial of future reservations.

## General Use Policy

- Legacy Properties has the right to accept or refuse any reservation requests.
- Legacy Properties has the right to adjust the meeting location to another space in the building, if the type of event and expected attendees allows. Legacy Properties will notify the renter of any space changes in advance.
- Use of the space does not constitute an endorsement of the renter's mission or activities by CFHC or Legacy Properties. The renter is not permitted to use CFHC or Legacy Properties name (other than reference to meeting location) or logo in any marketing materials or social media, without prior permission from CFHC or Legacy Properties.

## Indemnity and Insurance Policy

- The renter must agree to indemnify, defend, and hold Legacy Properties and CFHC, its board members, and employees harmless from and against any and all claims, suits, actions, or the liabilities for injury or death of any person, or for loss or damages to property, which arise out of rental of the facilities.
- CFHC and Legacy Properties are not responsible for lost, stolen, or damaged personal property belonging to the renter or its guests.
- For all fundraisers and any events serving alcohol, the renter must carry general liability insurance of a Combined Single Limit of at least \$1,000,000. The above coverage shall be primary and non-contributory with a waiver of subrogation and shall hold harmless Legacy Properties, its Board of Directors, officers, employees, and associates as well as CFHC, its Board of Directors, officers, employees, and associates. The general liability shall name Legacy Properties and CFHC as additional insured.

*A certificate of insurance must be submitted prior to the event. Legacy Properties can provide a sample that the renter can send to their insurance company.*



## **Rental Fee Policy**

- Legacy Properties has the right to adjust the rental fees after obtaining a better understanding of the needs and use of an event, or if an event differs from what was originally submitted on the request form.
- Fees will be stated on the rental agreement.
- For meetings, 100% of the rental fee is due with the signed agreement and is non-refundable, but may be rescheduled if necessary.
- For fundraisers, 50% of the rental fee is due with the signed agreement and is non-refundable and 50% of the rental fee is due one week before the event and is non-refundable.

*Checks should be made out to Legacy Properties of CFHC. Credit cards will not be accepted.*

## **Cancellation Policy**

- Cancellations of meetings should be submitted as far in advance as possible.
- Excessive cancellations, or not showing up to a scheduled meeting, may result in the cancellation or denial of future reservations.

## **Smoking and Weapons Policy**

- Smoking or other tobacco products (smokeless tobacco and e-cigarettes) are not allowed on facility grounds. This is a tobacco-free property.
- This property is a gun-free zone with the exception of law enforcement.

## **Alcohol Policy**

- If alcohol will be served, a mobile bartender will be hired by the applicant and all required permits will be obtained. The bartender should carry a minimum of \$1,000,000 per occurrence in liquor liability coverage. Legacy Properties can provide a list of mobile bartenders, by request.
- The renter must notify Legacy Properties in advance if alcohol will be served.

## **Gaming Policy**

- If charitable gaming will take place, the applicant is responsible for obtaining permits and following all charitable gaming laws.
- Non-charitable gaming is not permitted.

## **Space Use Policy**

- The renter is responsible for the setup of tables and chairs.
- The use of candles or any other type of flame is not allowed. Sterno cans for chafing dishes are allowed.
- Tacks, nails, glue, tape, and other adhesive type products are not permitted on the walls or furniture. Painter's tape may be used if needed.

- Post-it note flip chart paper is permitted but should be placed on the movable dry-erase boards.
- Glitter, tinsel, confetti, or similar items are not permitted.
- Use of the CFHC copier or other office supplies is not permitted.

### **Catering Equipment Policy**

- Any food or catering arrangements must be secured by the renter.
- Legacy Properties has some catering equipment that may be used by the renter. If used, the renter agrees to clean and return these items as they found them. Items include the following:

Two 5-gallon water dispensers

Cup holders

Bunn coffee maker and filters

Four-wheeled utility cart (indoor use only)

Legacy Properties does not provide the following:

- Linens
- Coffee for the Bunn, creamer, stir sticks, etc.
- Serving utensils, cups, plates, napkins, silverware, etc.

A single-serve beverage station with filtered water, coffee, tea, and soft drinks is available for guests in the building. While available for guests, this should not replace providing drinks and ice for large group meetings or drink service for meals.

### **Technology Policy**

- A/V equipment is available for use, but the renter must provide their own laptop to connect to the A/V equipment.
- Procedures for how to connect to the technology will be provided.
- Misuse of the technology may result in additional charges to the renter or the cancellation or denial of future reservations.

### **Cleaning and Check-Out Policy**

- The space must be in a similar condition that it was when the renter arrived.
- Excess trash from both trash cans, if applicable, should be taken to the dumpster on the southeast section of the property.
- If any obvious mess on the carpet, it must be addressed. A cordless stick vacuum is available, if needed
- Any used dishes must be placed in the dishwasher and all food removed from the space.
- All used tabletops and countertops should be wiped down using the cleaning supplies provided. Chairs need to be wiped down on an as needed basis.
- Tables and chairs may be left in the arrangement set by the renter.
- Legacy Properties has the right to charge a cleaning fee if the cleaning policies are not followed.
- Renter must complete the provided cleaning and check-out checklist after the event.
- Special Exception
  - o Fundraiser rental fees include a fee for cleaning. Therefore, the renter is only responsible for removing food items and cleaning up any dishes or catering equipment used.



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