



THE LEON LEVINE FOUNDATION

CONFERENCE FACILITY USE GUIDELINES

4600 Park Road is home to The Leon Levine Foundation and is located between SouthPark, South End, and Midtown. We offer spaces for meetings, conferences, retreats, and corporate events. Our conference spaces can accommodate groups with 2-48 attendees.

We are pleased to share our conference rooms with our partners and select nonprofits at no cost. Use of the conference space for events not related to the Foundation's work will be evaluated on a case-by-case basis. If you are interested in reserving a conference room or meeting space, please call 704-817-6500 or email events@levinefdn.org.

ABOUT THE LEON LEVINE FOUNDATION



Established in 1980 by Leon Levine (Founder and former Chairman of Family Dollar Stores, Inc.), The Leon Levine Foundation pursues its mission of "empowering underserved Carolinians to be self-sufficient and strengthening our Jewish community" by supporting programs and organizations that align with its four core mission areas: education, healthcare, human services, and Jewish values. Based in Charlotte, N.C., the Foundation invests in nonprofits across North and South Carolina with strong leadership, a track record of success, and a plan for financial sustainability.

GUIDELINES FOR USE

POLICIES & PROCEDURES

Hours of Operation:

- Regular hours of operation are Monday – Friday, 8:30 am – 5:30 pm.
- Events outside of these hours require advance approval.
- Rooms are not available on weekends or holidays.

Scheduling & Availability:

- Meeting spaces may be reserved up to 6 months in advance of the event date.
- Reservation requests should be submitted no later than 1 month before requested event date.
- Grant partners may reserve our conference space up to once per quarter, with a maximum of 4 reservations per calendar year.
- Any meeting that must allow public attendance is ineligible for use of the Foundation's meeting space.
- Non-partners may request to reserve the space once per year and are approved on a case-by-case basis.
- Reservations are only confirmed once we receive a signed Conditions of Use form.
- For large or complex events, please involve our Events team early.
- Due to high demand for space, organizations seeking space for more than two consecutive days must be approved by the Office & Events Coordinator.
- If you would like to tour our space prior to your event or meeting, please contact our Office & Events Coordinator.

GUIDELINES FOR USE

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Set Up & Clean Up:

- If you require time to set up for your event or meeting, please include set up time in your reservation request.
- For event clean up and conclusion, please try to limit this time to 30 – 45 minutes.
- Please be sure to dispose of trash and recycling in marked receptacles. Composting is available upon request.

Parking:

- Ample free parking is available throughout the building's surface lot.
- A limited number of designated parking spots are reserved for Foundation guests.

Fees & Fundraising:

- Attendance fees may not be charged for events held at the Foundation.
- Fundraising or product sales are not permitted on-site.

Use of Foundation Name:

- The Foundation's name may only be used to identify the event location.
- Use of the name, logo, or likeness for promotional purposes is not permitted without written approval.

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Decorations:

- No decorations may be used that may cause damage to floors, ceilings, walls, or artwork.
- Materials may not be attached to walls, ceilings, floors, or windows, except for low-adhesive items such as sticky chart paper, which may be used on walls with prior approval.

Catering:

- The Foundation does not provide catering services.
- You may arrange outside catering. Please coordinate delivery and set up with the Office & Events Coordinator.
- A list of preferred caterers is available upon request.

Meeting Space & Breakouts:

- Additional rooms may be used for breakout sessions based on availability.
- One external conference room must remain open at all times for Foundation staff to access.

Technology & AV Support:

- AV support is available upon request for larger events.
- For specific AV capabilities, see conference room details.
- Do not unplug, move, or modify existing equipment or cables.

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Emergency Procedures:

- In case of fire, follow exit signs. Staff will guide guests to the designated area(s).
- For severe weather, staff will direct guests to shelter-in-place locations.

ADA Statement:

- Our facility is fully accessible and complies with the Americans with Disabilities Act (ADA). If you require any specific accommodations to participate in an event, please contact our Office & Events Coordinator in advance.

Inclement Weather Policy:

- The Leon Levine Foundation reserves the right, at its sole discretion, to determine when an event must be rescheduled based on available space due to inclement weather. Whenever it is determined that the health or safety of persons, clients or employees would be placed at risk or that conditions or events prevent performance of regular operations, services or responsibilities, the facility may be closed. In the event of inclement weather, The Leon Levine Foundation will do its best to accommodate an immediate reschedule.

GUIDELINES FOR USE

CATERING KITCHEN GUIDELINES

Our catering kitchen is available for warming and serving prepared food during your reserved time. Early access must be arranged in advance.

Provided Amenities:

- **Coffee:** Single-serve machine (variety of flavors) and 100-cup urn. For groups of 12+, coordinate with Office & Events Coordinator.
- **Tea:** Harney & Sons packets
- **Bottled water**
- **Dishware:**
 - Reusable mugs, glassware, and silverware – dishwasher should be loaded after use.
 - Disposable cups, plates, and cutlery also available
- **Warming Drawer:** Available for keeping food warm
- **Refrigerator:** Label all items with your organization's name and remove them at the end of your reservation.

General Use:

- The kitchen is for warming and serving prepared food only.
- Alcohol is not permitted in the kitchen unless pre-approved as part of your reservation.
- Trash and recyclables are to be disposed of in marked bins.
- Cleaning supplies are provided – please clean any small spills
For large spills, please alert the Office & Events Coordinator.

CONFERENCE ROOM DETAILS

THE HUB (EAST & WEST)

Capacity:

- When East and West separate rooms, up to 22 individuals.
- When East and West are combined, up to 48 individuals.

Use:

- The Hub – East and West, should be reserved for large format engagements where a training, speaking engagement or panel event is being hosted.
- Mini refrigerators are located on each side of The Hub for access to beverages.

Tech Features:

- Each divisible portion of the room features a single screen display; when combined, the screens will mirror each other.
- Front of room conferencing camera.
- Back of room presentation camera.
- Ceiling mounted microphones.
- Ceiling mounted speakers.
- 1x handheld and 1x lapel wireless mic in each portion of the room. When the rooms are combined, all four wireless mics will be accessible.
- Presentation connection facilitated through Airserver Connect 2.
- Wireless touch panel for control.
- Mobile power towers are positioned throughout the space for convenient power access

CONFERENCE ROOM DETAILS

FDO

Capacity:

- Up to 12 individuals

Use:

- This space should be used primarily for small meetings or retreats.
- Reserve this meeting room for gatherings of 7 to 12 individuals that require video conferencing capabilities or private discussions.

Tech Features:

- Single screen display
- Integrated video conference sound bar with mics, speakers, and camera
- Presentation connection facilitated through Airserver Connect 2
- Wireless touch panel for control
- Integrated convenience power on the table surface

CONFERENCE ROOM DETAILS

CHARLOTTE

Capacity:

- Up to 6 individuals

Use:

- This space should be used primarily for small meetings.
- Reserve this meeting room for gatherings of 2 to 6 individuals that require video conferencing capabilities or private discussions.

Tech Features:

- Single screen display
- Integrated video conferencing sound bar with mics, speakers, and camera
- Presentation connection facilitated through Airserver Connect 2
- Screen is equipped with Zoom Whiteboard capabilities that allow users to share and interact with virtual whiteboard in real-time.

CONFERENCE ROOM DETAILS

ROCKINGHAM

Capacity:

- Up to 4 individuals

Use:

- This space is ideal for small meetings or planning sessions
- Reserve this room for gatherings with 2 to 4 participants that require video conferencing capabilities or private discussions.
- **Tech Features:**
- Single screen display
- Integrated video conferencing sound bar with mics, speakers, and camera
- Presentation connection facilitated through Airserver Connect 2
- Wall mounted panel for control