

# E L . E V A T E

- A Community Lab -  
Toolkit & Resources



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# CONNECT TO WIFI

## Network

Elevate Guest

## Password

Elevate2023!@#



# ELEVATE AT THE WICHITA FOUNDATION POLICY & AGREEMENT FORM

## RENTAL ELIGIBILITY

The mission of the Wichita Foundation is to invest in people and ideas to spark change. Elevate - A Community Lab is designed to promote collaboration for nonprofits, community groups and businesses. Elevate can be rented for meetings, trainings or workshops.

**To properly maintain the facility and make it available to as many groups as possible, the following policies and guidelines have been established:**

### Wichita Foundation facilities *cannot* be used:

- for political purposes
- for fundraising events
- by organizations whose mission or objectives are inconsistent with those of the Foundation
- for personal use, such as weddings, anniversaries, birthday parties, etc.

*Front Entry*



Reservations are accepted up to six months in advance. The Foundation reserves the right to rent Elevate subject to its availability. To make reservations for multiple days, email [info@wichitafoundation.org](mailto:info@wichitafoundation.org) prior to applying. Submitting a form does not guarantee a reservation. The review process can take up to 48 hours.

## POLICIES & PROCEDURES

### Food & Beverage -

Food & beverage may be served in Elevate; however, they must be removed immediately upon the conclusion of your event.

You are responsible for your catering arrangements. Elevate consists of a countertop space, a sink, a large refrigerator with icemaker, outlets, a Keurig, and a microwave. The Foundation does not provide plates, cups, napkins, utensils, K-Cups, creamer, sugar, etc.

There is no food preparation available on site and food cannot be stored on the premises in preparation for a meeting.



*Kitchen*

## BE BOLD



*Dining Area + Conference Room*

### Alcohol -

Organizations may, with prior Foundation permission, provide alcohol as part of their event as long as:

- Serving is done in accordance with all local and state regulations
- Beverages stay inside Elevate at all times
- There are no straight alcohol “shots” served or consumed
- No cash is exchanged between parties

Any alcohol-related problems or disturbances, which are not satisfactorily resolved, will cause possible early closure of the event and an additional fee may apply. If law enforcement becomes engaged in the matter, all fines will be the responsibility of the organization renting Elevate.



*Conference Room*

### **Room Set-Up -**

If you have reserved Elevate, you are responsible for setting up the tables and chairs in the desired setting. If you are not physically able to set up the room, please let a representative of the Foundation know.

- Capacity - Maximum 30 seated
- Tables – 10, 30" deep x 60" wide rectangular top, rolling tables
- Chairs – 30 armless chairs with casters
- Other – Podium, rolling whiteboard, wireless internet, 85" television with streaming and video conferencing capabilities
- Technology - If you will be using the television to screen share and/or video conference (via Owl), the Foundation does not provide a computer. Please plan extra time to test your equipment (we recommend 30 minutes prior to the meeting's start time). If needed, instructions are provided.

Please follow them carefully.

*Organizations using Elevate are welcome to test technology equipment up to two weeks prior to the event by contacting [info@wichitafoundation.org](mailto:info@wichitafoundation.org). The Foundation does not provide technical support for organizations using Elevate.*





## Decorations -

Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, and live animals (except service animals) are not permitted on the Elevate property without prior permission. Decorations and signs may only be applied to the walls with permission from the Foundation.

*Rainbows United @ Elevate*



## Parking -

Paid or limited parking is available on English St. (north side) and Broadway St. (east side) of Broadway Autopark. Some spots may have metered parking—please check [parkwichita.com](http://parkwichita.com) before leaving your car.

We ask that you do not park in the garage for events at Elevate. Those spots are reserved for Wichita Foundation donors.

## Smoking -

The Broadway Autopark is non-smoking. No exceptions.

## Hours -

The space is available for rent Monday through Thursday from 8 a.m. to 9 p.m. and on Fridays from 8 a.m. to 5 p.m. Scheduling for the space is subject to change as we evaluate usage patterns. Currently, we do not offer the space on the weekends.

## Cleanup -

Your organization is responsible for the general cleanup of Elevate. Cleaning supplies such as mops and brooms are provided in the storage closet. Tables and counters should be wiped. All garbage should be bagged, tied, and left in the trash can. The Foundation reserves the right to charge your organization for the cost of cleanup up to \$250.

Tables and chairs must be returned to their original positions after the event concludes. “Check out procedures” are available and should always be in the top drawer of the kitchen area. Go to page 14 for checkout checklist.

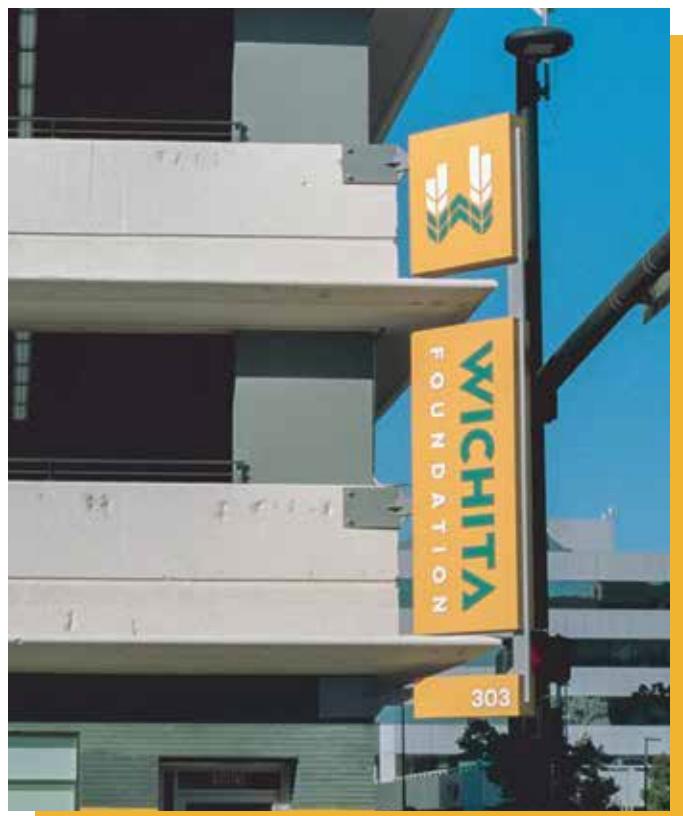
## Damages -

If damages occur while using Elevate, the organization will be responsible for any costs incurred.

## Additional Occupants -

Elevate is home to the conference space as well as two nonprofit organizations, housed in separate offices on the premises. At no time should anyone - except those organizations or Foundation staff - enter the offices.

*Wichita Foundation Ext.*



## Signage -

Meeting signs may be posted only on portable signposts provided by the user. Signs may only be applied to the walls with prior permission from the Foundation. The Foundation will not provide signage for your event.

## Foundation Support -

- The Foundation does not provide copying, faxing, or administrative services as part of the agreement to utilize Elevate
- The Foundation is not responsible for lost, stolen, or damaged personal property belonging to the organization or its members, guests, invitees, or attendees
- Use of the facility does not constitute an endorsement by the Foundation of any organization's mission or activities or impact future funding
- Organizations are not permitted to use the Foundation's name (other than a reference to the meeting event location) or its logo in any advertising, marketing, website, social media, or other publications or materials without the Foundation's express written consent

<b>USAGE FEE</b>	All Day (8 hours)	1/2 Day (4 hours)
<b>Nonprofit Orgs</b>	\$100	\$50
<b>For-profit Orgs</b>	\$200	\$100

*Please include setup and cleanup time in calculating your rental fee. Note: All Wichita Foundation agency fund holders receive one free rental annually.*

## **ETHICAL STANDARDS**

The Wichita Foundation presumes that all organizations hosting events at our facility will uphold high ethical standards and behavior and observe nondiscrimination with regard to race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, intellectual disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal state or local laws.

# EMERGENCY CONTACT

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In the event of an emergency before, during, or after your event, contact the following Wichita Foundation staff:



## JENNY DIAZ

*Operations Coordinator*

[jenny@wichitafoundation.org](mailto:jenny@wichitafoundation.org)

614.512.4628

## RESERVATION CONFIRMATION & CANCELLATION PROCEDURES

Reservations are considered confirmed **only** when the following are received and acknowledged *no less than* five days prior to the event:

1. Completed Agreement & Fee form (provided after availability is confirmed)
2. Payment of the rental fee. Any overage will be invoiced after the event.
3. Provide a Certificate of Insurance evidencing coverage that names the Wichita Foundation as a primary and non-contributory additional insured. If alcohol will be provided, liquor liability should be included in the coverage. If a professional bartending service is used, we will need a Certificate of Insurance from the company.

# ELEVATE AT THE WICHITA FOUNDATION CHECKOUT PROCEDURES

## CLEAN UP!



- Switch off all lights
- Ensure no personal items are left behind
- Load all used dishes in the dishwasher
  - If dishwasher is full, turn on by placing a soap tab (underneath the sink) in the door and hitting the start button*
- Close all windows/garage doors
- Pick up all garbage, place in trash bins and tie the bag shut
  - You can leave it in the bin*
- Wipe down kitchen surfaces with disinfecting wipes
- Wipe down conference room tables with microfiber cloth and cleaner (in white bucket in cabinet under sink)
- Return any furniture to its original location
- Ensure that all food and drink brought in is removed from the refrigerator and freezer
- If you hexed the door to keep unlocked during your meeting, please ensure it is locked before you leave
- Reset thermostat remote to 75°, if not already there
- Sweep and/or mop floors, if needed

# FAN OPERATION

## Select Mode Operation

### 1 Press the START/STOP button.

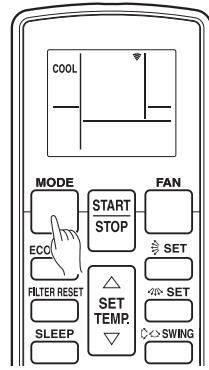
The indoor unit's OPERATION Indicator Lamp (red) will light  
The air conditioner will start operating.

### 2 Press the MODE button to select the desired mode.

Each time the button is pressed, the mode will change in the following order.



About three seconds later, the entire display will reappear.



Example: When set to COOL.

## Set the Room Temperature

### Press the SET TEMP button.

▲ button: Press to raise the thermostat setting.

▼ button: Press to lower the thermostat setting.

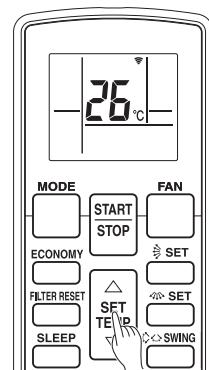
### ● Thermostat setting range:

AUTO.....18-30 °C  
Heating.....16-30 °C  
Cooling/Dry.....18-30 °C

The thermostat cannot be used to set room temperature during the FAN mode (the temperature will not appear on the Remote Control Unit's Display).

About three seconds later, the entire display will reappear.

The thermostat setting should be considered a standard value and may differ somewhat from the actual room temperature.



Example: When set to 26 °C.

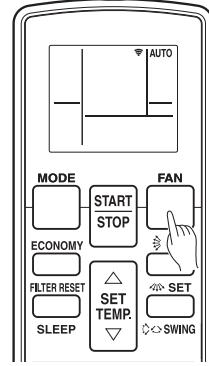
## Set the Fan Speed

### Press the FAN button.

Each time the button is pressed, the fan speed changes in the following order:



About three seconds later, the entire display will reappear.



Example: When set to AUTO.

### When set to AUTO:

**Heating:** Fan operates so as to optimally circulate warmed air. However, the fan will operate at very low speed when the temperature of the air issued from the indoor unit is low.

**Cooling:** As the room temperature approaches that of the thermostat setting, the fan speed becomes slower.

**Fan:** The fan runs at the low fan speed.

The fan will operate at a very low setting during Monitor operation and at the start of the Heating mode.

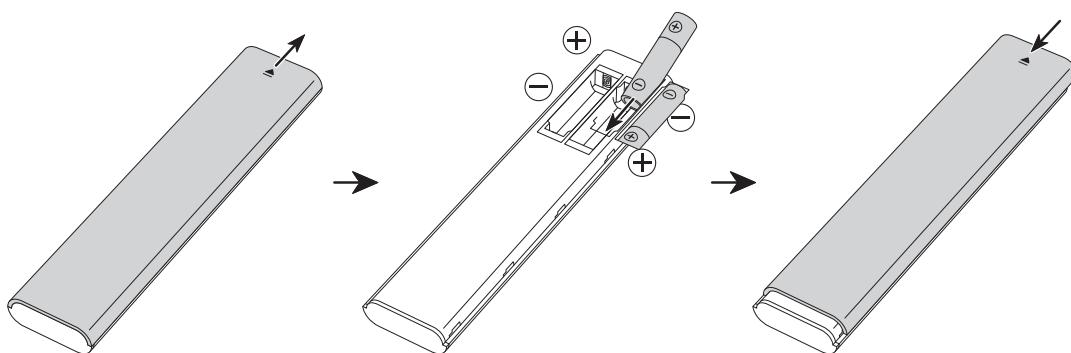
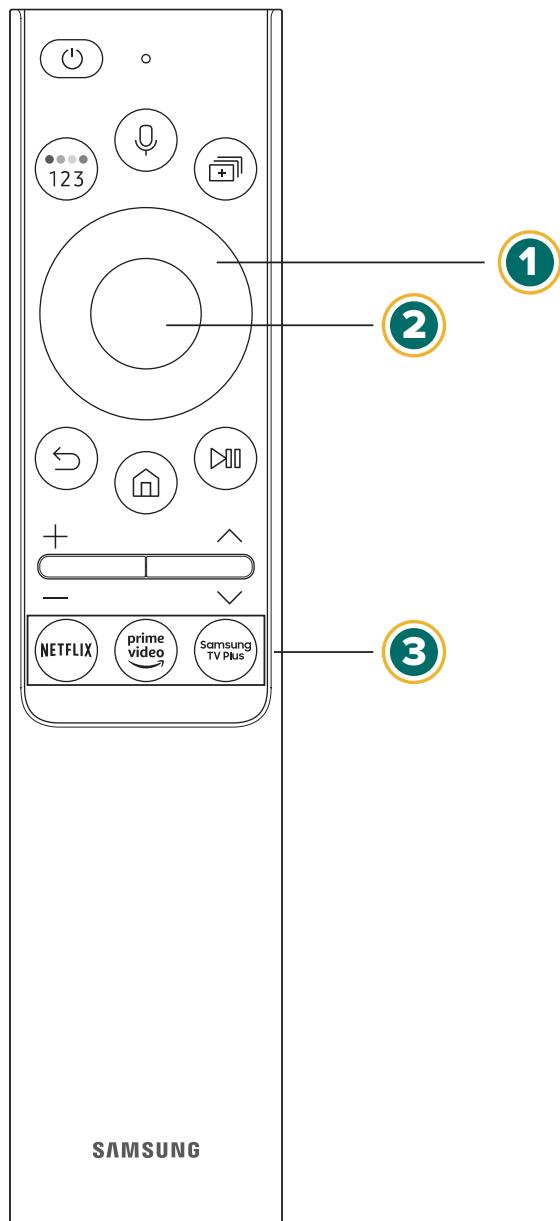
## QUIET Operation

### When set to QUIET:

QUIET operation begins. The indoor unit's airflow will be reduced for quieter operation.

- QUIET operation cannot be used during Dry mode. (The same is true when dry mode is selected during AUTO mode operation.)
- During Quiet operation, Heating and Cooling performance will be reduced somewhat. If the room does not warm up / cool down when using QUIET Operation, please adjust the air conditioner's Fan Speed.

# SAMSUNG SMART TV REMOTE

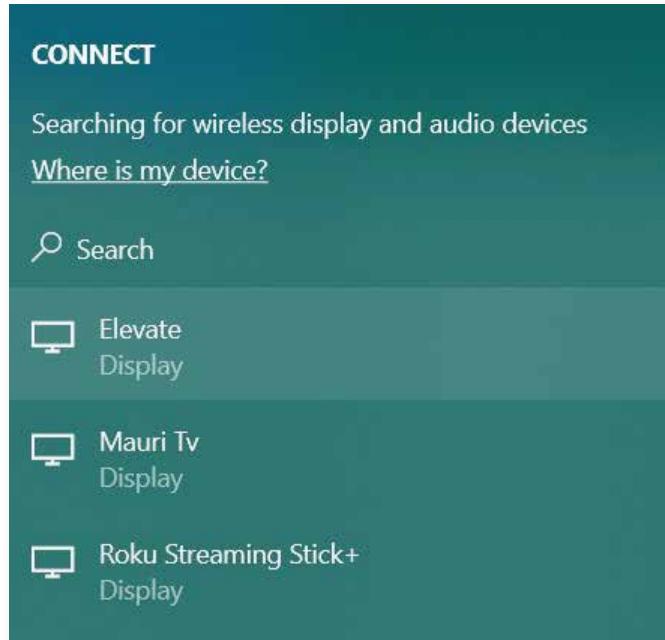
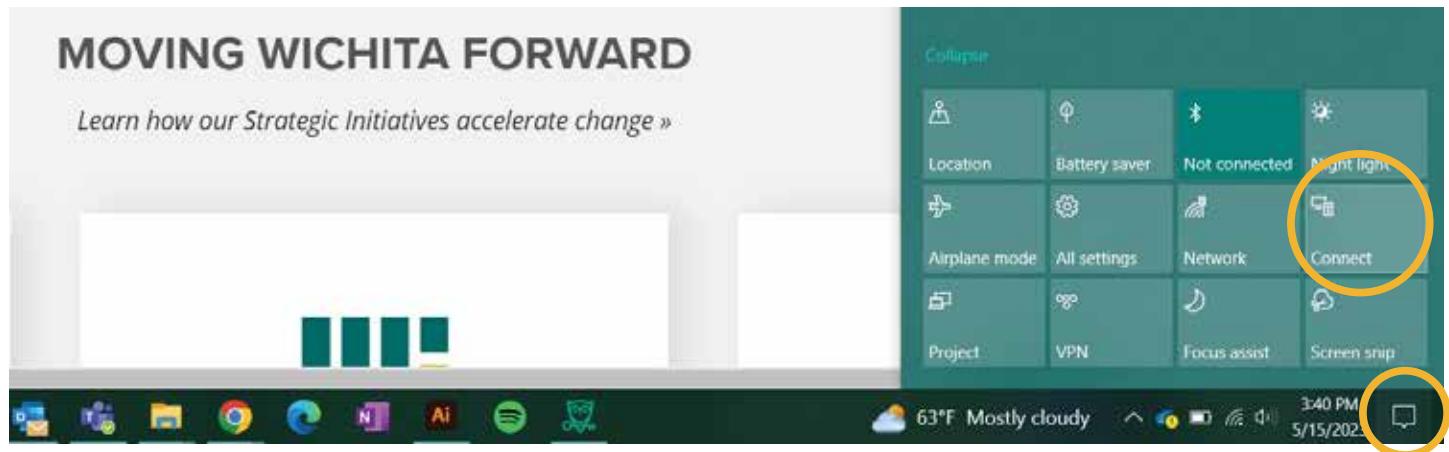


Button	Description
 Power	Press to turn the TV on or off.
 Voice Assistant	Runs Voice Assistant. Press and hold the button, say a command, and then release the button to run Voice Assistant <ul style="list-style-type: none"> <li>The supported Voice Assistant's languages and features may differ by geographical region.</li> </ul>
 Colour / Number Button	Each time you press this button, the coloured buttons window and the virtual numeric pad are displayed alternately. <ul style="list-style-type: none"> <li>Use these coloured buttons to access additional options specific to the feature you are using.</li> <li>Press to bring up the virtual numeric pad on the screen. Use the numeric keypad to enter numeric values. Select numbers and then select 'Done' to enter a numeric value. Use to change the channel, enter a PIN, enter a ZIP code, etc.</li> <li>When pressed for 1 second or more, the TTX menu appears.</li> </ul>
 Multi View	Press the button to directly enter the Multi View function. <ul style="list-style-type: none"> <li>When pressed for 1 second or more, the Shortcuts menu screen appears.</li> </ul>
 ① Directional Button (up, down, left, right)	Moves the focus and changes the values seen on the TV's menu.
 ② Select	Selects or runs a focused item. When pressed while you are watching a broadcast programme, detailed programme information appears.
 Return	Press to return to the previous menu. When pressed for 1 second or more, the running function is terminated. When pressed while you are watching a programme, the previous channel appears.
 Smart Hub	Returns to the Home Screen.
 Play / Pause	When pressed, the playback controls appear. Using these controls, you can control the media content that is playing. To use Game Bar, press and hold the button in Game Mode <ul style="list-style-type: none"> <li>Game Bar may not be supported depending on the model or geographical area.</li> </ul>
 + / - Volume	Move the button up or down to adjust the volume. To mute the sound, press the button. When pressed for 1 second or more, the Accessibility Shortcuts menu appears.
 ^ / v Channel	Move the button up or down to change the channel. To see the Guide screen, press the button. <ul style="list-style-type: none"> <li>When pressed for 1 second or more, the Channel List screen appears.</li> </ul>
 ③ Launch App Button	Press each button to run its function.
 ↻ + ▶ Pairing	If the Samsung Smart Remote does not pair to the TV automatically, point it at the front of the TV, and then press and hold the ↻ and ▶ buttons simultaneously for 3 seconds or more.

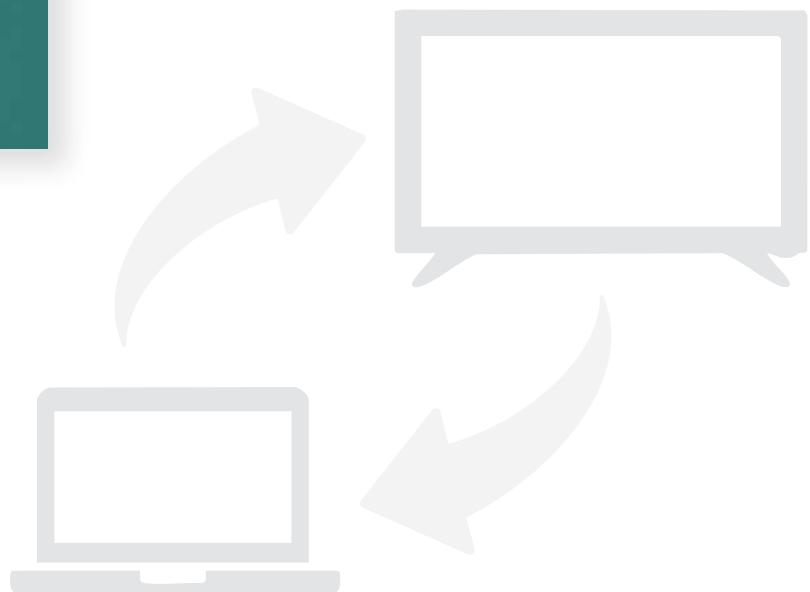
- Use the Samsung Smart Remote less than 6m from the TV. The usable distance may vary with the wireless environmental conditions.
- The images, buttons, and functions of the Samsung Smart Remote may differ with the model or geographical area.
- The Universal Remote function operates normally only when you use the Samsung Smart Remote that comes with the TV.

# MIRRORING SCREEN TO SAMSUNG TV

## SCREEN SHARING ON PC



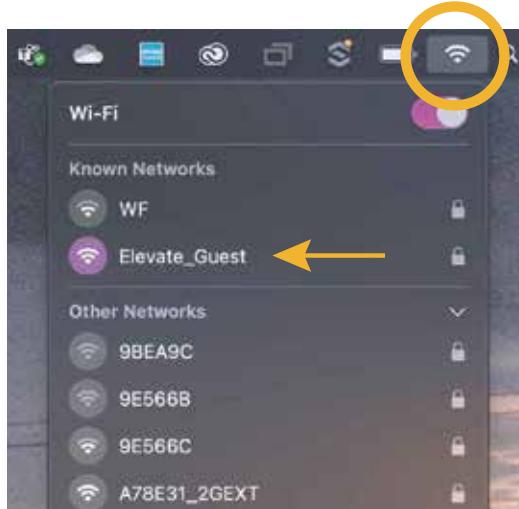
1. Click on the bottom right notification icon to pull up a sidebar menu. Find the “Connect” box and click on it.
2. The menu should show the “Elevate” display in the list of devices. Select this display and you should be able to connect.



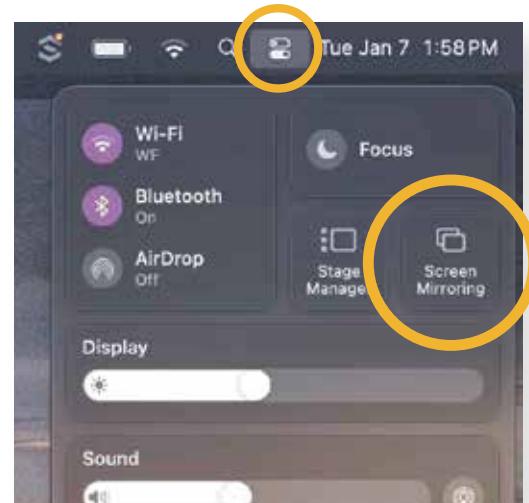
# SCREEN SHARING ON MAC



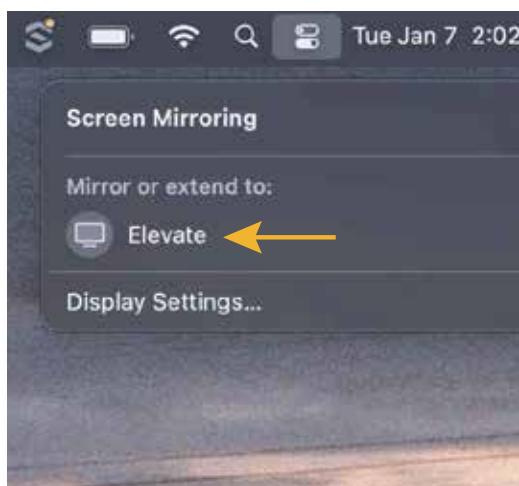
1. Use the information on page 7 to join the “Elevate\_Guest” wifi network



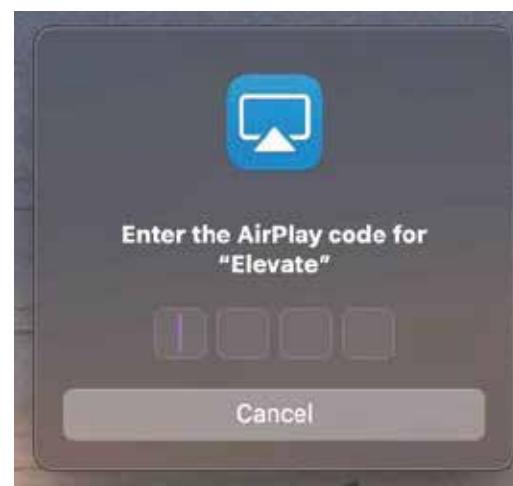
2. Click the panel in the control center that says “Screen Mirroring”



3. Select “Elevate”



4. The Samsung TV will display an AirPlay code - enter the code on your Mac



# PARKING INSTRUCTIONS

Located on the ground floor of Broadway Autopark on the southwest corner of English and Broadway. The parking garage is entered from Broadway on the east side.



## Directions

- **From the North:** From Broadway, continue past English St. and enter the parking garage on your right.
- **From the South:** From Broadway, continue past Waterman St. and enter the parking garage on your left.
- **From the East:** From Waterman St., turn north on Broadway and enter the parking garage on your left.
- **From the West:** From English St. (a one-way street going east), turn south on Broadway Street and enter the parking garage on your right.
- Elevate is located on the first floor on the south side of the garage.
- The Wichita Foundation offices are located on the first floor on the north side of the garage.

## Where to park

- **Street Parking:** Paid or limited parking is available on English St. (north side) and Broadway St. (east side) of Broadway Autopark. Some spots may have metered parking—please check [parkwichita.com](http://parkwichita.com) before leaving your car.
- **We ask that you do not park in the garage for events at Elevate.** Those spots are reserved for Wichita Foundation donors.