

CONFERENCE & LEARNING CENTER





Welcome!

Healthcare Foundation of La Porte Conference & Learning Center (C&LC) offers meeting space for HFL grantees, nonprofit organizations, government entities, health and wellness related activities and programs. Meeting rooms are available in a variety of sizes and configurations. On-site parking, including ADA accessible parking, is provided for guests.

Please refer to hflaporte.org for approved usage of our facility.



140 East Shore Parkway
La Porte, IN 46350

P 219.326.2471

F 219.326.2609

hflaporte.org
contact@hflaporte.org

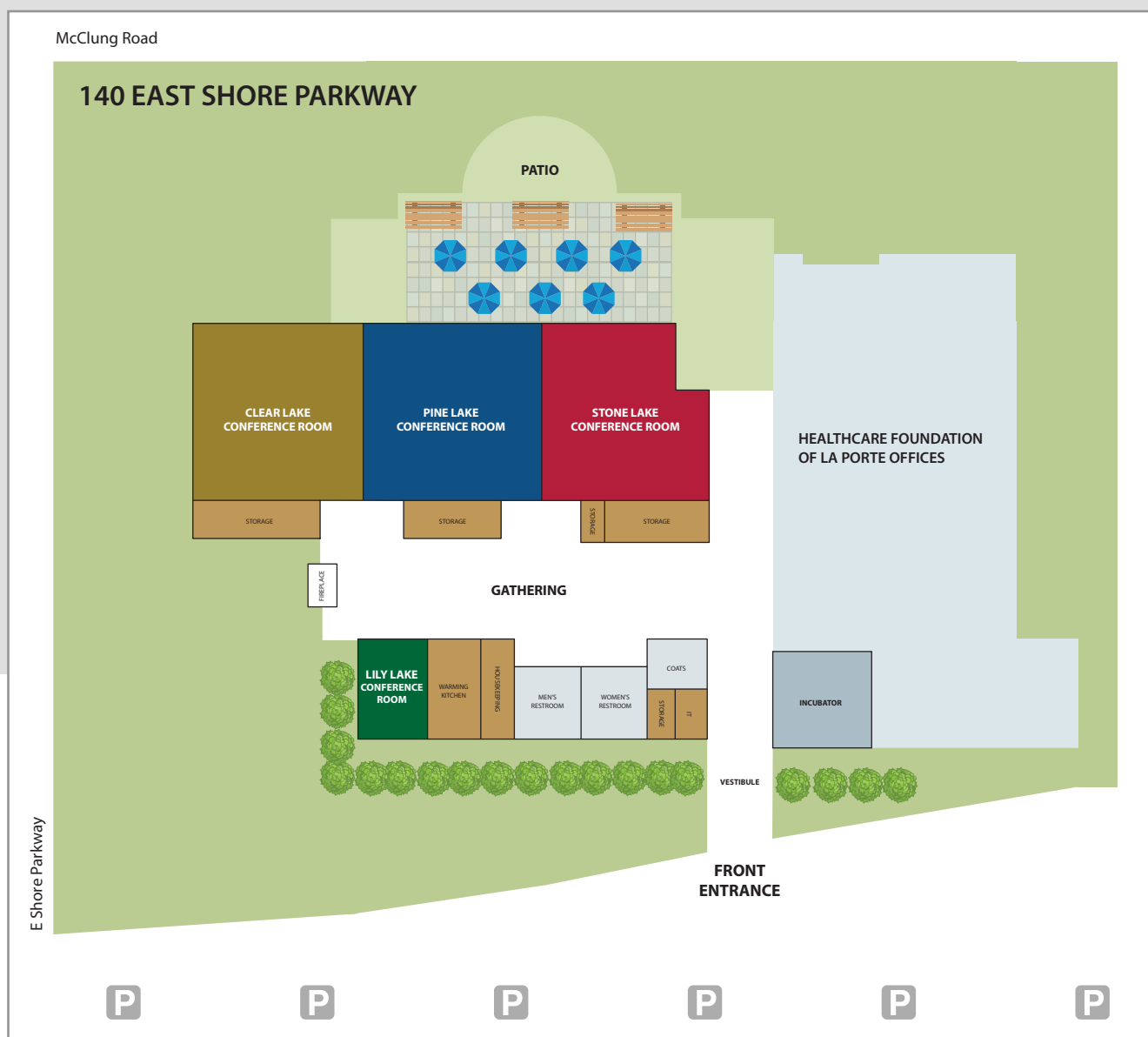
HOURS OF OPERATION

Monday - Thursday:
8am - 4:30 pm

Friday: 8am - 4pm

Contact HFL for reservation times
outside hours of operation.

Please note: HFL does not accept reservations
for Friday evenings and Sundays.



General Information



- All areas of the C&LC are ADA accessible.
- Restrooms accessible to all guests are located in The Gathering space.
- We ask guests to enter and exit through main entrance.
- For every meeting, HFL requires one contact person to be responsible for their meeting details and attendees.
- Examples of intended use of the C&LC include: board and staff meetings, training and educational seminars, planning meetings, conferences, and workshops.
- Visiting organizations are not permitted to charge attendees to participate in meetings or events; however, organizations can recoup their out-of-pocket expenses, such as catering fees.
- An on-site Warming Kitchen is available. All food must be ordered through approved caterers (see Catering).
- An Automated External Defibrillator (AED) is located on the wall between the restroom facilities of The Gathering space.
- No tobacco use is allowed on HFL property, including smoking, e-cigarettes, or chewing tobacco.
- Visiting organizations may not hold media conferences or make public announcements in the space.
- Please notify HFL in advance about any potential media interest in your activities while using the C&LC.
- Providing use of the C&LC does not constitute an endorsement of visiting organizations or their activities.



To schedule a tour,
please call 219.326.2471
or email contact@hflaporte.org.

The Gathering

Reservation Requests

- To request meeting space at the C&LC, visit hflaporte.org and complete the HFL Conference & Learning Center Meeting Reservation Request.
- Reservations may be requested up to **6 months in advance**.
- Reservation requests are considered in the order received.
- **Reservation approval is contingent upon completion of C&LC Facilities Orientation.**
- In case of extenuating circumstances, HFL reserves the right to cancel or modify reservations.
- If your request is outside of hours of operation, please contact HFL to discuss: **219.326.2471**.
- HFL may require a visiting organization to provide a Certificate of Insurance for general comprehensive liability insurance.



*Clear Lake, Pine Lake, and Stone Lake Conference Rooms
combined in Lake Michigan configuration*



Lily Lake Conference Room

Parking Information



- HFL's parking lot is private property for the use of HFL's staff, board members, and guests.
- Parking lot capacity is 104 cars.
- Please respect spots identified as ADA accessible parking.
- Bicycle parking is available at the southeast corner of the building.

THE DETAILS



Catering

HFL maintains a list of approved caterers listed at hflaporte.org may provide food or beverage service at the C&LC.

Organizations requiring catering services are responsible for making all catering arrangements. This includes initiating contact with approved caterers, selecting menu items, confirming services, payments, accepting delivery on-site, and ensuring caterer has picked up all catering items from the C&LC in a timely fashion.

Organizations are welcome to bring store-bought snacks that do not require heating or refrigeration. Please provide serveware (plates, napkins, utensils, etc.) for snacks that you bring. Alcohol and homemade food and beverages are not permitted at the C&LC. Guests are required to coordinate the delivery and pick up of their catered food directly with the catering company.

Complimentary filtered water dispensers and coffeemakers are available in the Warming Kitchen and in Pine Lake, Stone Lake, and Clear Lake conference rooms. Those using the Lily Lake conference room can find filtered water and coffeemakers in the Warming Kitchen. Please note that organizations must bring their own ground coffee and coffee condiments (creamer, sugar, stirrers, etc.). HFL does not provide serveware except for water glasses and coffee mugs.

Items Available in the Warming Kitchen:

- Full size refrigerator
- Two microwaves
- Ice-maker
- Coffeemaker
- Two dishwashers
- Water glasses
- Coffee mugs

Setup and Cleanup

HFL will be responsible for the set-up of conference rooms.

Visiting organizations will be responsible for:

- Leaving the premises in the same condition as found.
- Placing all trash, recycling, and food waste in the trash bin within each room.
- Notifying HFL when the meeting has finished and attendees have departed.
- Completing the post-meeting questionnaire form and returning it to HFL.

Visiting organizations will be asked to reimburse HFL for damage they cause to facilities, furniture, or equipment.



Warming Kitchen




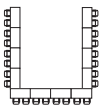
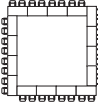

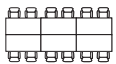





Reception at HFL Offices

ROOM CAPACITIES

Please note: HFL health and safety protocols may reduce the number of chairs permitted at each table from two chairs to one chair.

Large Conference Room Furnishings

- Tables are 24 in. (W) x 66 in. (L)
- Tables include a modesty panel

Large Conference Rooms	 Classroom	 U-Shape	 Hollow Square	 Squares of 4	 Conference	 Theater
 CLEAR LAKE	32 chairs 16 tables	18 chairs 9 tables	24 chairs 12 tables	24 chairs 12 tables	24 chairs 6 tables	55 chairs
 PINE LAKE	32 chairs 16 tables	18 chairs 9 tables	24 chairs 12 tables	24 chairs 12 tables	24 chairs 6 tables	55 chairs
 STONE LAKE	32 chairs 16 tables	18 chairs 9 tables	24 chairs 12 tables	24 chairs 12 tables	24 chairs 6 tables	55 chairs
 LAKE MICHIGAN* All 3 Conference Rooms	96 chairs 48 tables	54 chairs 24 tables	72 chairs 36 tables	72 chairs 36 tables	36 chairs 18 tables	198 chairs

* Combinations of two rooms are also available: Clear Lake & Pine Lake and Pine Lake & Stone Lake.

Small Conference Room

 LILY LAKE	Board room table with up to 10 chairs.
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Room Amenities

CLEAR LAKE, PINE LAKE, STONE LAKE

- Wired and Wireless Presentation
- Teleconferencing
- Videoconferencing
- Podium
- Lapel Microphones
- Tabletop Microphones
- Recording Capabilities (Pine Lake)
- Music Capabilities
- Outdoor Patio Speakers
- Coffee makers, hot water dispensers, thermal carafes, and coffee mugs
- Filtered water dispensers and water glasses

LILY LAKE

- Wired Presentation
- Video Conferencing
- Teleconferencing

- A Facilities Orientation is provided and mandatory for first-time C&LC users.
- Internet access is available in conference rooms via our wireless public network.
- Easels are available on a first-come, first-serve basis (bring your own markers and paper).
- Organizations planning to use wired or wireless presentation and/or video conferencing must bring their own laptops. HFL does not provide laptops for organizations to use in the conference rooms.
- Internet access is limited to standard websites (not permitted: custom ports, custom services, or VPNs).
- Only laptops, tablets, and phones may be connected to our wireless network. Wired or wireless hubs, switches, routers, etc. may not be connected.



The Gathering

Modifying or Canceling a Reservation

- If reservations need to be modified or canceled, call the HFL office at 219.326.2471, or email contact@hflaporte.org, preferably 5 days in advance and no later than 48 hours in advance of the reserved date so we can may offer the facilities to another organization.
- Please refer to the full C&LC Reservation Policy available on HFL's website for details.



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