



SouthCoast Community Foundation Nonprofit Resilience Network

Welcome & Space Usage Guide

Thank you for your interest in using the NRN Learning Center. We're glad you're here!

The Learning Center was created as a welcoming, flexible space for nonprofits, community partners, and local leaders to gather, learn, plan, and collaborate. Whether you're hosting a training, board retreat, community meeting, or hybrid session, our goal is to provide an inviting and useful space.

Below is everything you need to know before your visit.

Where You'll Find Us

SouthCoast Community Foundation
350 Union Street, New Bedford, MA 02740

Accessibility

We want everyone to feel welcome and able to participate.

Our building is a mid-1800's home, and entry into the building requires going up six stairs, with some interior doorways narrower than modern standards. We recognize this creates barriers and are actively working toward long-term accessibility improvements.

If you or anyone in your group has accessibility needs or would benefit from accommodations (virtual participation, alternate meeting supports, etc.), please reach out at nrn@southcoastcf.org before your visit. We're happy to help.

Parking

Free on-street parking is available near the building. To ensure that parking is available in our parking lot for our team and guests, we kindly ask that you do not park in our onsite lot during your meeting.

About the Space

The NRN Learning Center accommodates **up to 25 attendees** comfortably and includes:

- Flexible table and chair arrangements
- Two large, mirrored TVs for presentations
- YoLink audio for hybrid meetings
- Wi-Fi
- A small kitchenette with a refrigerator and coffee maker

What We Provide

- Support with basic tech setup
- Access to TVs and hybrid audio (with your Zoom link)



- A welcoming space for your meeting or training

What You Should Bring

Please bring any supplies you need for your session, such as:

- Flip chart paper
- Markers
- Sticky notes
- Pens
- Printed materials
- Snacks, drinks, or coffee supplies (You're welcome to store refreshments in the refrigerator.)

Hours of Use

The Learning Center is available Monday–Friday, 9:00 AM–5:00 PM, if not already reserved. Reservations may be requested up to three months in advance.

Cost: A modest donation is appreciated.

How to Reserve the Space

Please email Kim Heard at kheard@southcoastcf.org at least two weeks in advance.

Include:

- Date and time you'd like to reserve
- Expected number of attendees
- Tech needs (presentation, hybrid, etc.)
- Preferred room setup
- Contact person for the day of the event

If available, you will receive a confirmation and any follow-up questions needed to prepare the space.

Day of Logistics

Before Your Guests Arrive

- Have the event contact arrive 30 minutes early for setup and tech support.
- Remind your participants of the location, accessibility notes, and parking.

Arrival

- Please enter through the front door and ring the doorbell.
- A staff member will greet you and help you get settled.

When You're Finished

- Return tables and chairs to the original layout
- Remove or properly dispose of trash



- Leave the space in good condition for the next group
- Take all leftover food, drinks, and supplies

We're Here to Help

We're thrilled to share this space with the nonprofit and community leaders who make the South Coast stronger.

For questions, support, or reservation requests: Kim Heard, Foundation Operations Coordinator, kheard@southcoastcf.org. **General NRN Support:** nrn@southcoastcf.org

We look forward to welcoming you to the NRN Learning Center!