



Essex Community Foundation

The Foundation Hub User Handbook

www.essexcommunityfoundation.org.uk

Welcome To Foundation Hub

We're so pleased you have chosen to make use of our space. We love to see our grantees here and hope you enjoy using it.

The Hub has been designed to be user-friendly and a comfortable place to work. This guide will tell you everything you need to know to use the space easily.

We know there is a lot of information here but please do read it as it will help you to make the best use of the space.

Essex Community Foundation's offices are on the 1st floor and so a Foundation team member will always be on site, if you need help whilst you're here, please inform Will or Emma who will assist.

We want to provide a workspace which meets the needs of our grantees, which we are aware are constantly evolving. To help us review and adapt, please give us your feedback on Foundation Hub by emailing hub@essexcf.org.uk



HOW TO FIND US

The Foundation Hub is in central Chelmsford, located on the ground floor of 3 Hoffmanns Way, Chelmsford CM1 1GU. We are a 15-minute walk from Chelmsford Railway Station, Bus Station and the City Centre and next to Anglia Ruskin University.

We are able to offer limited parking at Foundation Hub, please use Skedda to book the available spaces.

Before Your Visit

- Please read this user guide!
- If you no longer need the desk or meeting room you have booked, please remember to cancel your booking on Skedda so that others can book the space.
- Please note that the Foundation Hub is primarily available for use by charities and community organisations that have received funding from Essex Community Foundation. Foundation Hub cannot be used for fundraising events or events for which you are charging a booking fee.



Checking In

1. ARRIVE

Foundation Hub is open from 9am to 4.30pm.

2. SAY HELLO

If arriving on foot, simply press the buzzer by the front door. If you have booked a space in our secure car park, press the buzzer as you drive up to the gate and we will let you in.

3. SETTLE IN

Locate your pre-booked desk or meeting room and settle in. Find the kitchen and help yourself to tea, coffee or a cold drink.

4. CHECK IN ONLINE

Finally, don't forget to respond to your Skedda Check-in email so we know you are here.

Checking Out

1. CLEAR THINGS AWAY

- Put any used crockery in the dishwasher
- Clear your desk/meeting room and take home any leftover food (please do not store leftovers in the fridge)
- If you've used a meeting room, return the furniture to how it looked when you arrived
- Foundation Hub closes at 4.30pm. Please leave the building by 4.45pm at the latest.

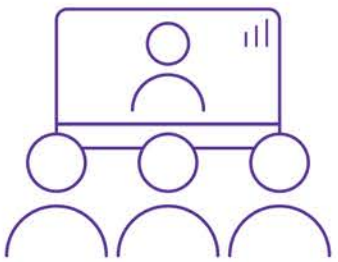
2. LEAVING THE CAR PARK

- Drive up close to the left gate, you may have to then reverse a little, the gates will then open and close automatically.

Foundation Hub General Facilities



If you're already in the Hub and want to use a meeting room, you can make an on-the-spot booking using your Skedda account. Subject to availability



The Tolhurst room has video conferencing and presentation facilities, operating instructions can be found in the room. The screen offers a HDMI connection. If your laptop needs an adaptor, please bring it with you.

Foundation Hub General Facilities



There is an accessible toilet and shower by the entrance to the Fisher Room, two other toilets are located through the door to the left of the lift.



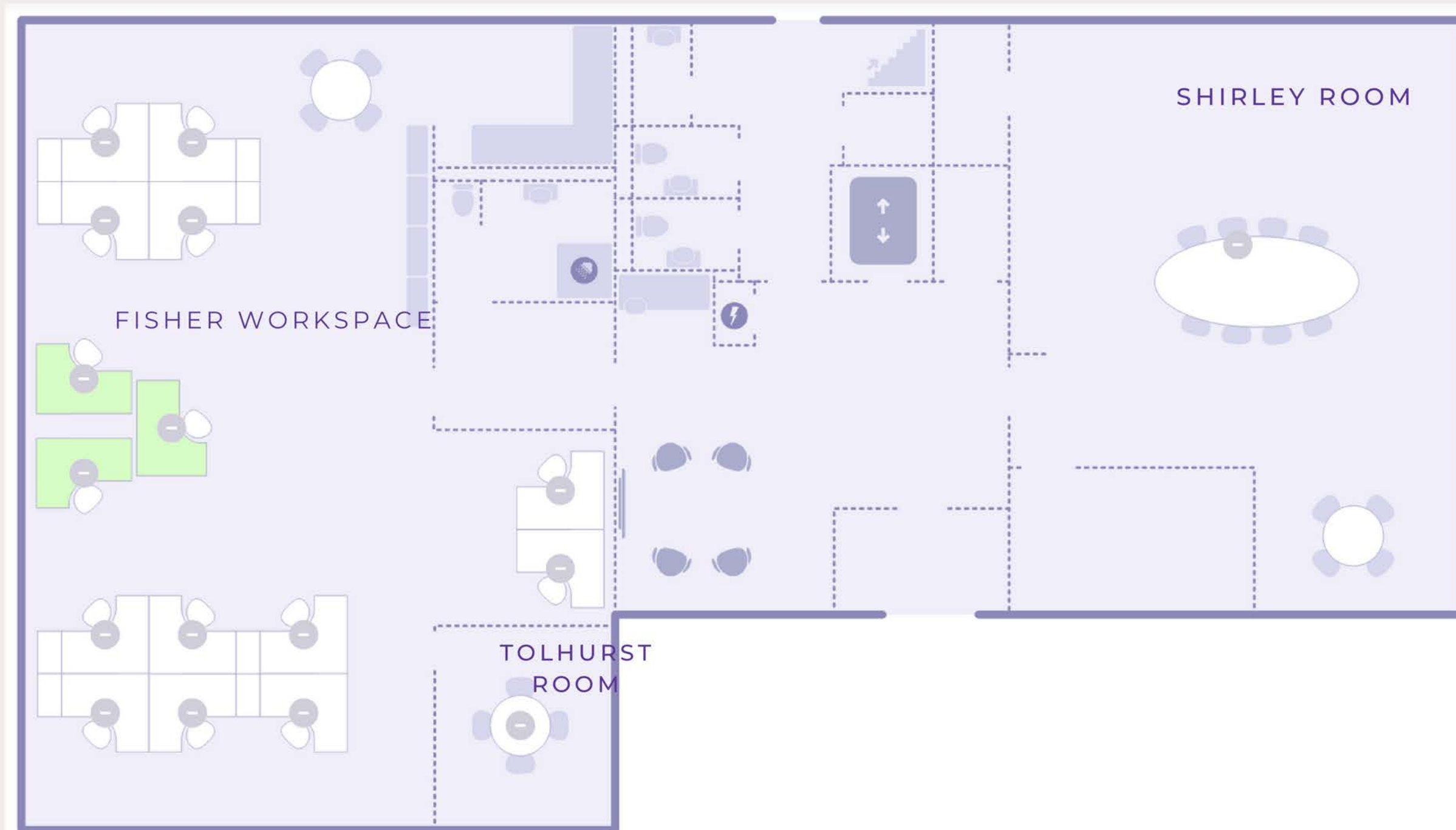
We provide tea and coffee, crockery etc in the main kitchen area. Access to the kitchen is through the Fisher Workspace, and there is a café table with 4 chairs for eating. A Kettle, microwave and fridge are available for your use.

Connecting to the WiFi

- Foundation Hub has it's own network called ECF_Guest the password is displayed at key points around the Hub.
- We change the password every few months so if you have been to the Hub before and can no longer connect please check you are using the most recent version.



OUR FLOORPLAN





SHIRLEY ROOM

A large flexible space suitable for: Team meetings, Board meetings, Training days, Away days, Co-working space for both team and project working.

- Approximately 72 m² (8m x 8.5m)
- Capacity depends on the layout required.
- 60 Chairs are available.
- 1 x round meeting table seating 5
- 1 x board table seating 8 - 10
- Air conditioned/heated



HOSTING LARGE MEETINGS OR EVENTS IN SHIRLEY ROOM

- Please make sure we have a named contact who will be responsible for running the meeting on the day.
- You'll need to provide us in advance with a list of all guests attending your meeting. On the day you will be responsible for collecting your guests from Reception.
- Our operating hours are 9am-4.30pm. Please remember to factor set up and clear up timings into this timeframe.
- Feel free to rearrange the furniture but please ensure the room is put back as you found it before you leave.
- For larger meetings and events (more than 10 people) you will need to provide your own cold drinks and snacks. We have tea and coffee supplies for serving hot drinks.
- If you want to order catering you will need to be responsible for taking delivery of your food and clearing it away. Please do not leave leftovers in the fridge.



FISHER WORKSPACE

If you'd like some company during the working day, want a Chelmsford base for a day or two, or just need some time in a different environment, come and try one of our hot desks.

We want Foundation Hub to be a space for our partners to meet each other so please do say hello to other users and make use of the shared space.

- Single desks can be booked for a full day (9am-4.30pm) or shorter periods (min 2hrs)
- We operate a clear desk policy so please do not leave anything behind. (If you're back in the next day please speak to Will or Emma about temporary storage.)
- All our hot desks all have two monitors which you are free to use, HDMI cables can be provided.
- There are also 3 sit/stand desks.



TOLHURST ROOM

A smaller meeting room, situated within the Fisher Workspace, perfect for shorter meetings for up to 4 people or for a private phone call or virtual meeting.

- Approximately 11m² (3m x 3.5m)
- 1 x round meeting table seating 4
- Flip chart
- 32 inch screen for sharing presentations or video calls



WELCOME SPACE

A comfortable informal seating area included within the main entrance space. Suitable for shorter, informal meetings that do not require confidentiality.

- Capacity 4.
- Large screen available



EMERGENCY EVACUATION PROCEDURE

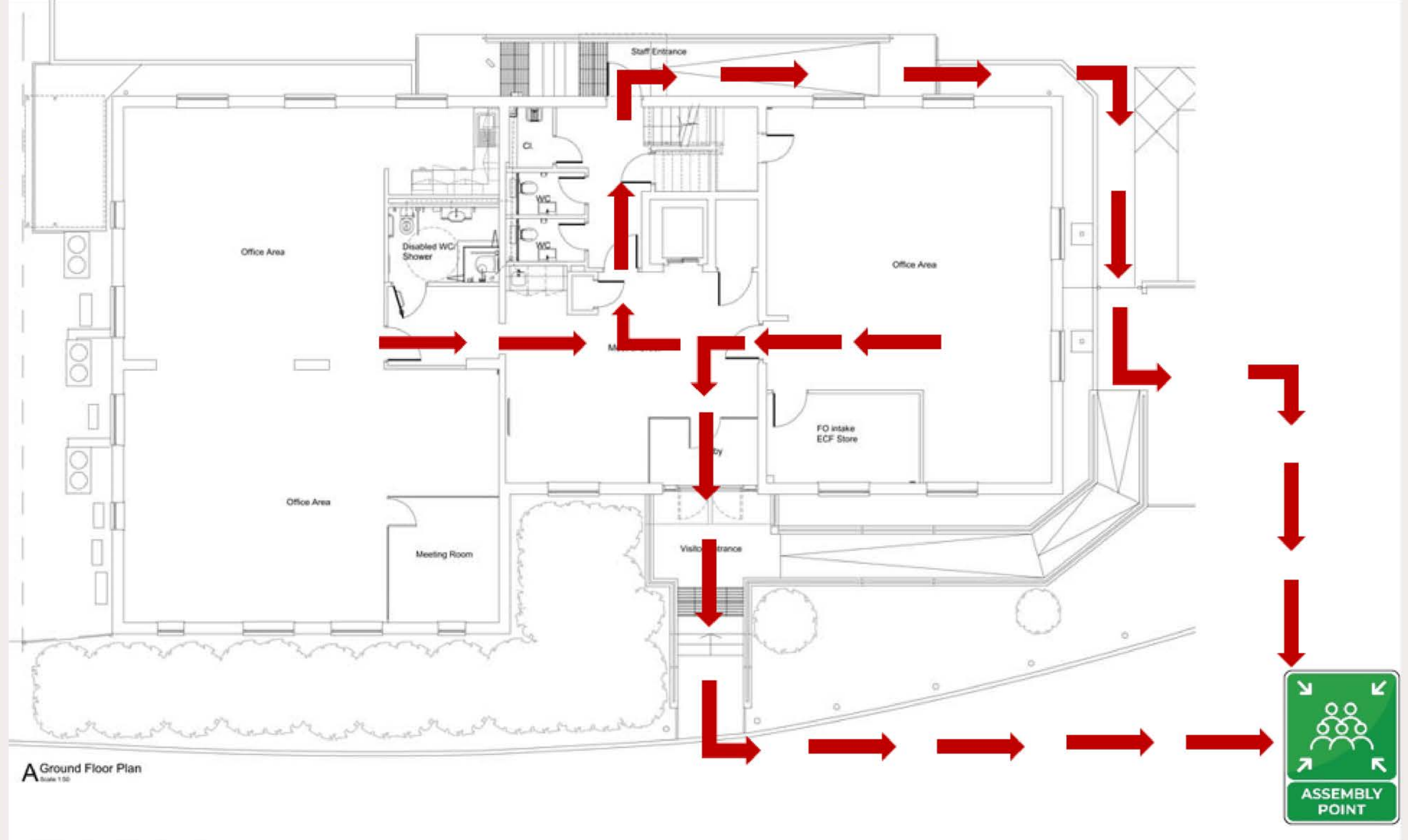
You will be advised if a fire alarm test is going to be carried out.

If the alarm does sound please leave the building via the nearest exit and make your way across the road to the refuge point on the grassed area opposite the car park.

EMERGENCY EVACUATION PROCEDURE

On hearing the fire alarm

1. Leave the building via the nearest available exit
2. Report to the fire assemble point
3. Do not re-enter the building



Frequently Asked Questions

1. IS THE FOUNDATION HUB ACCESSIBLE FOR ALL USERS?

- Yes. We have access ramps at both entrances with a fully accessible toilet on both floors. Please do let us know if there is anything else that you need.

2. CAN I HAVE A REGULAR HOT DESK?

- Booking is on a first come first served basis and subject to availability. It is however possible to make repeat bookings. We may restrict how far in advance you can book to ensure availability

3. CAN WE BOOK SPACE FOR A FUNDRAISING EVENT?

Foundation hub is a work, meeting and training space but we are happy to accomodate office related events such as AGMs or community consultations. Please ask if unsure