

CONFERENCE & LEARNING CENTER





Welcome!

Healthcare Foundation of La Porte Conference & Learning Center (C&LC) offers meeting space for HFL grantees, nonprofit organizations, government entities and health and wellness-related activities. 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

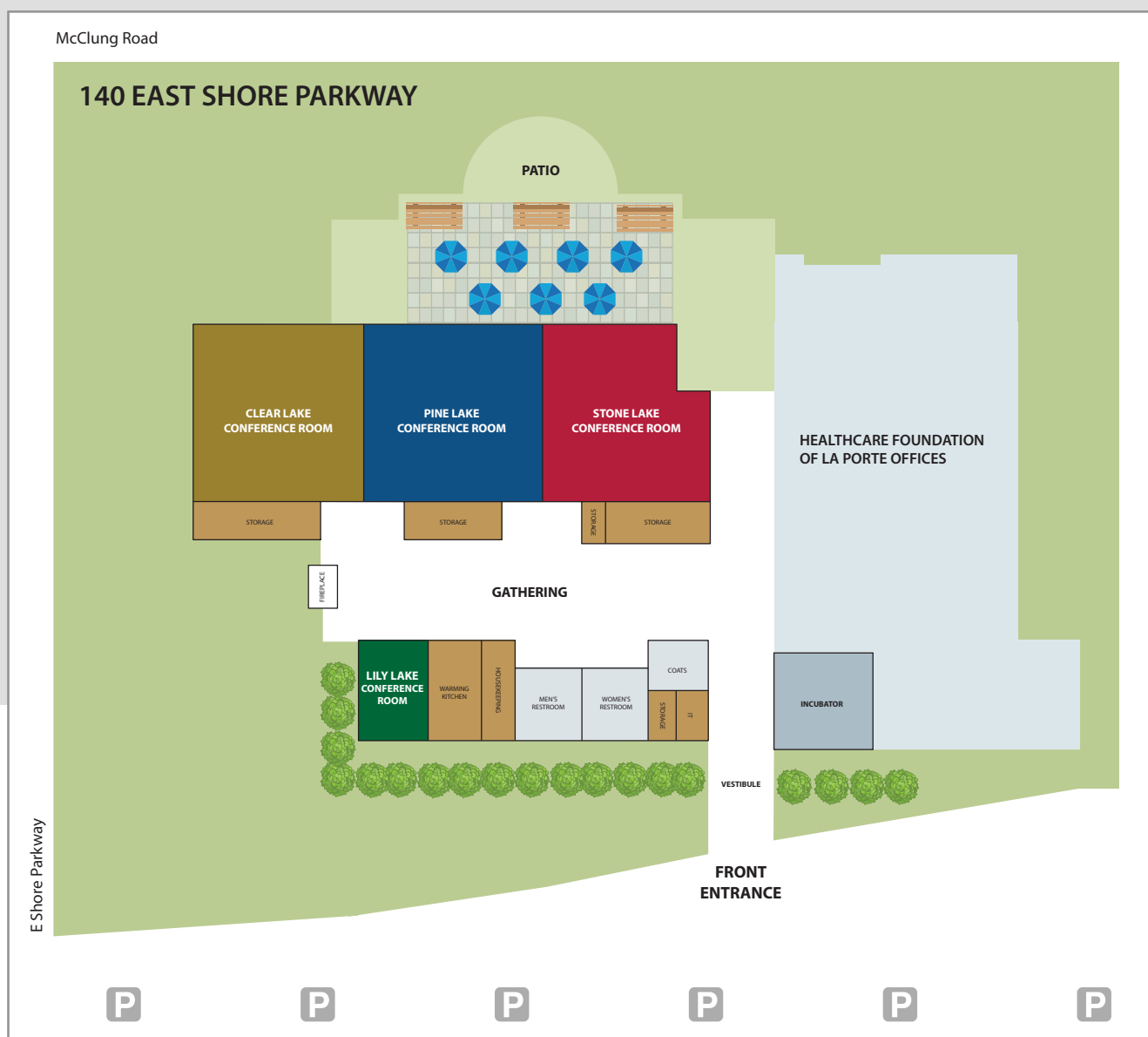
Monday - Thursday

8:00 am - 4:30 pm

Friday

8:00 am - 4:00 pm

Contact HFL for reservation times
outside hours of operation.



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 may not charge attendees for activities, programs, etc., with the exception of catering.
- 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 our 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.

Reservation Requests

- To request meeting space at the HFL 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 Conference & Learning Center Facilities Orientation.**
- In case of extenuating circumstances, HFL reserves the right to cancel reservations.
- If your request is outside of hours of operation, please contact HFL to discuss.
- HFL may require a visiting organization to provide a Certificate of Insurance for general comprehensive insurance.



Parking Information



- HFL's parking lot is private property for the use of HFL's staff, board members, and guests.
- The 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

Only approved caterers listed at hflaporte.org may provide food or beverage service at the C&LC.

Organizations are welcome to bring snacks that are store-bought and do not require heating or refrigeration. Please provide serve-ware (plates, cups, napkins, utensils, etc.) for snacks that you bring. Alcohol and homemade food and beverage are not permitted on the premises. 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 coffeemakers are available, but guests must bring their own ground coffee and coffee condiments.

Items Available in the Warming Kitchen:

- Full size refrigerator
- Two microwaves
- Ice-maker
- Coffeemaker
- Two dishwashers

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 checklist and returning it to HFL.

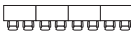
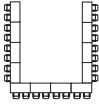
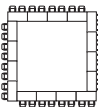

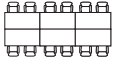





Visiting organizations will be asked to reimburse HFL for damage they cause to facilities, furniture, or equipment.



ROOM CAPACITIES

Large Conference Room Furnishings

- Tables are 24D by 66W
- Tables include a modesty panel
- Each table can accommodate two chairs

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 options through projector or TV
- Teleconferencing
- Podium
- Lapel Microphones
- Tabletop Microphones
- Recording Capabilities
- Music Capabilities
- Outdoor Patio Speakers

LILY LAKE

- Wired Presentation options to TV
- Video Conferencing
- Teleconferencing

- A Conference & Learning Center Facilities Orientation is provided and mandatory for first-time C&LC users (including Audio Visual Systems).
- 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).

- 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.



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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