

Charles Bradford Conference Center (CBCC) Protocols

Availability: Sunday – Sabbath (Saturday) 7:00 am – 9:00 pm

- Blackout Dates: The Charles Bradford Conference Center (CBCC) is not available for use by non-NAD employees on the first Wednesday of each month, October 1 – November 30 and all weekend dates in December.
- Weekend event reservations are available on a case-by-case basis.

Room Setup: Event spaces are available in classroom, crescent, hollow square, rounds, theatre, or U-shaped. Refer to the CBCC Capacity Chart for additional information.

A/V: A basic screen, projector, microphone, and podium will be provided on request.

Food & Beverage: Only vegetarian, vegan and gluten-free food are to be served on the premises.

- Arrangements for catering should be made through a CBCC representative.
- Complimentary water stations will be supplied upon request.

Other available amenities: Complimentary Wi-Fi, flipchart, marker boards and markers are available on request. Complimentary attendee parking is also available.

Facility Use Rates: A facility use rate for Seventh-day Adventist Church entities and certain local civic organizations is required to cover housekeeping services, linen cleaning, and security staffing costs. A 50% deposit is required to reserve the facility. The remaining balance is due 5 business days before the meeting start date. Payments must be made via credit card or check.

Fee Schedule: Full Day (10 Hours) Fee \$2,150.00 | Half Day (5 Hours) Fee \$1,075.00

Facility Use Request Process:

1. **Submit** meeting requests to the North American Division (NAD) [CBCC Calendar Request Form](#). Meeting requests are accepted up to twelve months in advance and not less than ten weeks before the event date. Requests received less than ten weeks in advance will be considered on a case-by-case basis. CBCC reserves the right to decline meeting requests.
2. Meeting requests will be acknowledged upon receipt of submission. Event Management Services will respond with availability and additional details.
3. The meeting request will be reviewed and approved by the NAD Events Management Committee and the NAD Committee of Administration (NADCOA).
4. Once approved, schedule a meeting with NAD Event Management Services events@nadadventist.org to review meeting space, audio visual, and catering details.
5. A walk through of the desired space will be held prior to and following the event, if deemed necessary.
6. A Facility Use Agreement must be signed by the event coordinator and a CBCC representative. A deposit must also be made to secure the preferred date(s).
7. A post event survey will be sent to the event coordinator within 7 days of the meeting completion.

NAD Building Tours. All building tours and NAD Café meals for tour groups are coordinated through the Secretariat's office rather than the Event Management Services department.