

The San Antonio Area Foundation is pleased to open our doors to the community. We have designed our space to welcome and support educational and charitable activities. Private company usage, fundraising events, events where fees are assessed, events where alcoholic beverages are served, and social events are not permitted.

Requester Information

Organization Name: _____ EIN: _____ Y N 501(c)3 Organization
Y N Registered TX NPO

Organization

Contact: _____
Name Phone Email

Address:

City State Zip Code

Meeting Information

Date room needed: _____ Number of participants: _____

Meeting Time: _____ - _____ Meeting Title: _____
(please be specific and no abbreviations)

AVAILABILITY – Rooms are available at no charge from 9:00 a.m. until 5:00 p.m., Monday through Thursday, and Fridays from 9:00 a.m. to 3:00 p.m.

CHARGES – After-hours and weekend access can be made available on a case-by-case basis and for a fee. Fees are determined based off attendees. Other hours use is \$50 dollars per hour, over 40 attendees is \$75 per hour and over 80 attendees is \$100 per hour. There is a one-time charge of \$50 per hour for set up and tear down and fee doubles to \$100 per hour when a group is larger than 40 attendees. **Payment must be received one week before meeting.**

Room Requirements

AUDIO VISUAL OPTIONS – Rooms are equipped with an integrated computer system and a flat screen monitor. Projectors and drop-down screens are available in the Richard E. Goldsmith Room B (1st floor) and the Ewing Halsell Foundation Learning Center A (2nd floor).

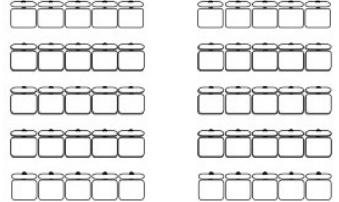
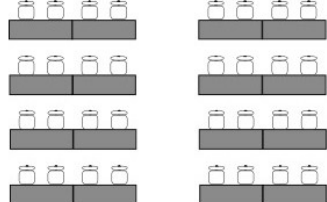
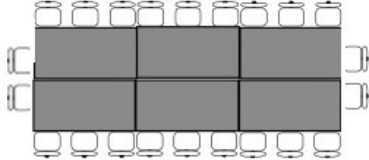
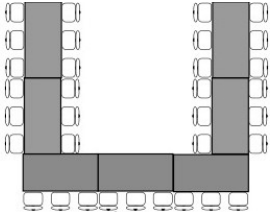
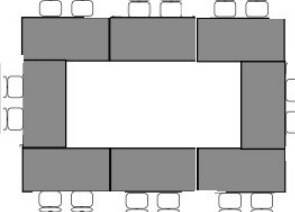
A/V NEEDS: ___ Microphone ___ Slideshow Clicker ___ Conference Telephone (user must provide and manage service) ___ Apple Computer Users (if using an apple computer, you must provide your own A/V adapter. Please arrange an onsite test one week prior to your event to ensure functionality.) NOTES:

Organization Name _____

Type of Meeting: *Choose one.*

- Board Meeting
 Committee/ Staff Meeting
 Information Session
 Training/Workshop
 (including webinar)
 Press Conference
 Other: _____

Room Setup: Number of tables and chairs will be adjusted to meet event needs.

Auditorium <input type="radio"/>	Classroom <input type="radio"/>	Conference – standard <input type="radio"/>
		
Conference – U-shape <input type="radio"/>	Conference – square <input type="radio"/>	Other: <input type="radio"/>
		<p>Default setup will be 'Conference Standard' style.</p> <p>Custom configurations will be accommodated as possible and if time allows. Please specify configuration request and/ or provide DETAILED drawings to Facility Coordinator.</p>

Additional Needs:

- Coffee
 Water
 Other: _____

OPERATIONS

Insurance and Damage Requirements

INSURANCE REQUIREMENTS – Organizations hosting meetings of 40 or more people must provide a Certificate of Liability Insurance (COI) for general comprehensive liability insurance with limits of at least \$500,000 and name the San Antonio Area Foundation as “Additional Insured” and “Loss Payee.” Organizations will agree to indemnify and hold harmless the Area Foundation against all injury, loss, damage, claim or liability of any kind, whatsoever, occurring to person or property and arising out of the organization’s use of our facilities. All organizations are responsible for damage to Area Foundation facility and property. Certificate of Liability Insurance form must be submitted no later than two weeks before the event date.

Please contact our Facility Coordinator for clarification at: thewellscenter@saafd.org

Organization Name _____

ORGANIZATIONAL ACKNOWLEDGEMENTS
Please initial ALL items below in order for us to consider your request.

- _____ No alcohol is to be served or consumed inside area foundation premises
- _____ "For fee" events may not be held at the area foundation
- _____ For-profit, social, and fundraising events are not eligible
- _____ Groups of 40 or more must submit a certificate of liability insurance two weeks prior to their event
- _____ Your representative must be present to accept catering deliveries, which may Only be made on the day of your meeting. (Please notify the facility coordinator in advance if you will have catering at your event)
- _____ Notification of meeting cancellation is required at least two business days Prior to requested date. (Failure to provide adequate notice of cancellation may impact your organizations future access to Area Foundation space)
- _____ The area foundation will not provide office supplies or copying, faxing, or secretarial services
- _____ Conference rooms are to be left in their original arrangement and condition
- _____ Anticipate approximately 30 minutes for cleanup of room
- _____ The check out procedures must be completed prior to your representative leaving

Signature

Please sign to acknowledge that you have reviewed your request and our room usage policies. Please save this completed form on your computer for your records after submission. We will let you know within five business days if we are able to accommodate your meeting request. **Please email completed form to thewellscenter@saafdn.org.**

Thank You!

Authorized Signature: _____

I acknowledge that I am authorized to act on behalf of our organization with respect to the obligations and conditions noted above and will communicate these to the organization's on-site representative.

NOTE: ALL items listed above must be initialed for us to consider your request.