

# San Antonio Area Foundation

## Meeting Space Policies

The San Antonio Area Foundation is pleased to open our doors to the community. We have designed our meeting space to welcome and support educational and charitable activities. Our vision is to become a collaborative place for community philanthropy; a physical place where we welcome donors, nonprofit organizations, businesses and community leaders to come together, address community issues and promote improved quality of life for our region through the power of charitable giving.

An important part of this vision is to enable local nonprofit organizations to use our meeting space at no- to low-cost. If your organization is interested in utilizing our meeting space, please read through the following policies and procedures.

### BASIC POLICIES FOR USE OF ROOMS

#### 1. Eligible Organizations

- 501 (c) (3), 501 (c) (4), 170 (c) (1) (4)
- San Antonio Area Foundation Nonprofit Members

#### 2. Prohibited Uses

Our meeting space is designated for the benefit of the nonprofit community. It cannot be used for fundraising or political events, events where fees are assessed (or costs are recouped), events where alcoholic beverages are served and social private events.

#### 3. Hours and Fees

Our meeting space is available Monday – Thursday, 9 a.m. – 5 p.m., and Friday, 9 a.m. – 3 p.m. There will be a facility charge to use a meeting space outside designated time. Other – hours and weekend use of our meeting space will be determined on a case -by- case basis and may be denied. Payment must be received one week before the scheduled meeting. During other – hours, doors are locked for security. Please have a member of your organization to stand by and allow your attendees in. Other – hour fees are determined by the table below.

Other – Hours	Cost
1 – 40 attendees	\$ 50 per hour
40 – 80 attendees	\$ 75 per hour
80 plus attendees	\$ 100 per hour
*There is an additional charge of \$50 for set-up and tear down. Fee doubles to \$100 when a group is larger than 40.	

#### 4. Availability room usage and Cancellations

- San Antonio Area Foundation Nonprofit Members can reserve a meeting space twice a month up to one year in advance.
- Non-members can reserve a meeting space once a month no later than 2 months in advance.
- The San Antonio Area Foundation reserves the right to deny room usage to any organization based on priorities or policies.
- Organizations are encouraged to perform a site visit to ensure meeting space can accommodate your requests.
- Notification of a meeting cancellation must be communicated to the facility coordinator 2 business days prior to the meeting date.
- Any payment for use of facility is eligible for a refund only if notice is received within 2 business days.

## 5. Audio/Visual

Meeting rooms are equipped with state-of-the-art audio/visual equipment consisting of an integrated computer and either a ceiling mounted projector or a large flat-screen TV. We also have a wireless microphone system for our large meeting room space and wireless pointers available for presentations. There is no charge for A/V usage and organization must have HDMI cord if using your own computer. **(If using an Apple laptop, you must provide your own A/V adapters. Please arrange an on-site test one week prior to your event to ensure functionality.)**

## 6. Refreshments and Catering

The San Antonio Area Foundation provides coffee and water free of charge. Organizations may bring their own food and drinks. If food is catered, organization's representative is responsible to accept delivery. Open flames or smoke machines are not permitted. No items should be left behind as the San Antonio Area Foundation is not responsible for loss. Organizations are responsible for clean-up before leaving. No alcohol.

## 7. Set-up and Clean-up

Rooms are set-up according to configuration selected by your organization. [Click here](#) for The Wells Center Meeting Space room configuration. A \$50 fee will incur for auditorium style for removal of all tables and replacing them.

For clean-up, please refer to the check-out procedures, [here](#).

## 8. Incurred expenses and Insurance

Your organization's meetings must not incur expense or liability to the San Antonio Area Foundation (i.e., copying, use of markers, name tags, pens etc.). If expenses are incurred, your organization will be responsible for reimbursing the San Antonio Area Foundation for those expenses.

Organizations hosting meetings of 40 or more people must provide a Certificate of Insurance 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 San Antonio 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.

**9. Mailings or Media Releases**

Any communication and marketing pieces (newspaper, television, mailings, media releases etc.) must be reviewed and approved by the San Antonio Area Foundation's communication department prior to release. We reserve the right to modify or deny media releases based on our policies. Please email [Lorna Stafford](#), Director of Communications and Marketing for approval.