

San Antonio Area Foundation

Meeting Space Policies

We are pleased to open the doors of the San Antonio Area Foundation 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 where donors, nonprofit organizations, businesses and community leaders come together to 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 provide no-to low-cost meeting space for local nonprofit organizations. If your organization is interested in using 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)
- 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, nor for social private events.

3. Hours and Fees

Our meeting space is available Monday – Thursday, 9 a.m. to 5 p.m., and Friday, 9 a.m. to 3 p.m. There will be a facility charge to use meeting space after hours. After-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 after-hour meetings, lobby doors will be locked for security purposes. This means you will have to have a member of your organization at lobby doors to let attendees into the meeting space. After-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 two (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 requests.
- Notification of a meeting cancellation must be communicated to the facility coordinator two (2) business days prior to the meeting date.
- Any payment for use of the facility is eligible for a refund only if notice is received within two (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. There is also a wireless microphone system for our large meeting room space and wireless pointers available for presentations. There is no charge for A/V usage. You must bring an 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 non-alcoholic drinks. If food is catered, your organization's representative is responsible to accept delivery. Open flames or smoke machines are not permitted. Organizations are responsible for clean-up before leaving. Absolutely no alcohol can be served, and the Area Foundation is not responsible for loss so please do not leave any items behind.

7. Set-up and Clean-up

Rooms are set-up according to the configuration selected by your organization. [HERE](#) (attach configuration link) A \$50 fee will be assessed for auditorium style due to the removal and placement of tables.

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

8. Incurred expenses and Insurance

- To alleviate the payment of additional fees, the Area Foundation WILL NOT provide secretarial services, nor will we provide copying, use of markers, name tags, pens, etc.
- 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 bearing Area Foundation logos (including Area Foundation fund logos) for social media, 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 wording about the Area Foundation or its funds in any of your marketing/communication outreach. Please email Lorna Stafford, Director of Communications and Marketing for approval.

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: _____

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

CHARGES – After-hours and weekend access can be made available on a case-by-case basis and for a fee. After-hours use is \$50 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. Fee doubles when a group is larger than 40 attendees.

Failure to pay after-hours fees on a timely basis will impact future access to space.

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 AND NOTES: Choose all that apply.

<input type="checkbox"/> Microphone <small>(First floor only)</small>	<input type="checkbox"/> Slideshow Clicker	<input type="checkbox"/> Conference Telephone <small>(User must provide and manage conference service.)</small>	<input type="checkbox"/> NOTE: Apple Computer Users <small>(Provide your own A/V)</small>
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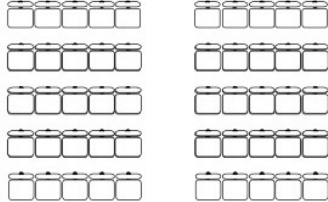
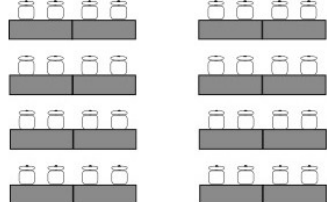
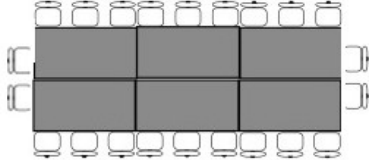
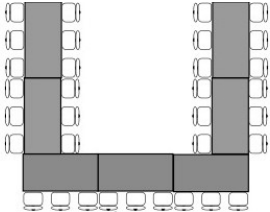
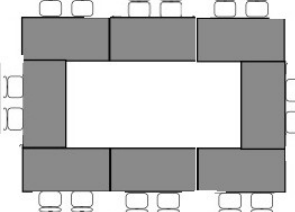
IT IS HIGHLY RECOMMENDED THAT YOU BRING A COPY OF YOUR PRESENTATION ON A FLASH DRIVE AS A CONTINGENCY.

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' 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: _____

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 facilities 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@saafdn.org

Organization Name _____

ORGANIZATION ACKNOWLEDGEMENTS

Please initial ALL items below for request consideration.

- _____ Alcohol will not be served or consumed on Area Foundation premises
- _____ Participants to this event will not be assessed fees nor required to purchase tickets
- _____ This event is not for profit, political, social, or fundraising. (Note: The Area Foundation does not allow such events.)
- _____ My group is 40 or more; I am submitting a Certification of Liability Insurance two weeks prior to event
- _____ My representative will be present to accept catering deliveries the day of the meeting
- _____ I will notify the Area Foundation of meeting cancellation at least two days prior to the meeting date
- _____ I understand the Area Foundation will not provide office supplies, copying, faxing, or secretarial services
- _____ I understand that conference rooms must be left in their original arrangement and condition
- _____ I will anticipate approximately 30 minutes for clean-up of the room
- _____ I understand that check-out procedures must be completed prior to 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: _____

Thank you for your registration. By filling out this form, you are granting the San Antonio Area Foundation permission to use your personal data. Your data will be used solely for the purpose of securing a meeting room at the Area Foundation. Your personal data will not be shared, transferred or sold to third parties. You can withdraw consent to use your personal data at any time by emailing info@saafdn.org. Please write "Withdraw My Data" in the subject line of your email.

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.