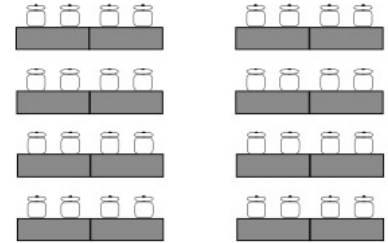


The Wells Center Meeting Space for Nonprofit and Community Organizations

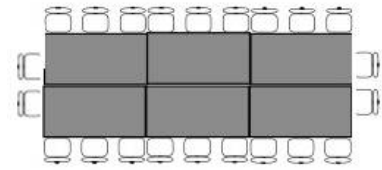
See reverse for facility map

	Room Configuration	Maximum Capacity
Richard E. Goldsmith A	Classroom	28
	Conference Room Standard	16
	Conference Room Square	32
	Auditorium	45
	U-Style Conference	24
Richard E. Goldsmith B	Classroom	21
	Conference Room Standard	16
	Conference Room Square	32
	Auditorium	36
	U-Style Conference	24
Richard E. Goldsmith A & B	Classroom	56
	Conference Room Standard	46
	Conference Room Square	62
	Auditorium	90
	U-Style Conference	54
Richard E. Goldsmith C	Classroom	12
	Conference Room Standard	10
	Conference Room Square	14
	Auditorium	30
	U-Style Conference	12
Goldsmith A, B & C	Classroom	70
	Auditorium	120
Ewing Halsell Foundation Learning Center A	Classroom	14
	Conference Room Standard	16
	Conference Room Square	20
	Auditorium	27
	U-Style Conference	18
Ewing Halsell Foundation Learning Center B	Classroom	14
	Conference Room Standard	16
	Conference Room Square	20
	Auditorium	27
	U-Style Conference	18
Ewing Halsell Foundation Learning Center A & B	Classroom	32
	Conference Room Standard	22
	Conference Room Square	38
	Auditorium	54
	U-Style Conference	30
Nancy & Charlie Cheever Conference Room	Conference Room Standard <i>Cannot be reconfigured</i>	8

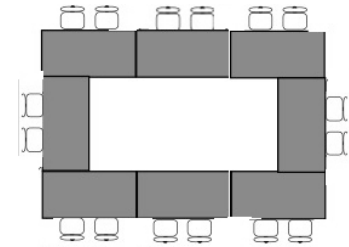
Classroom



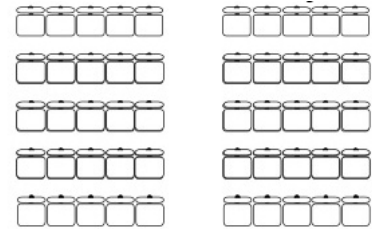
Conference Room Standard



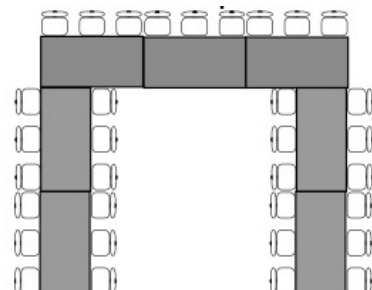
Conference Room Square



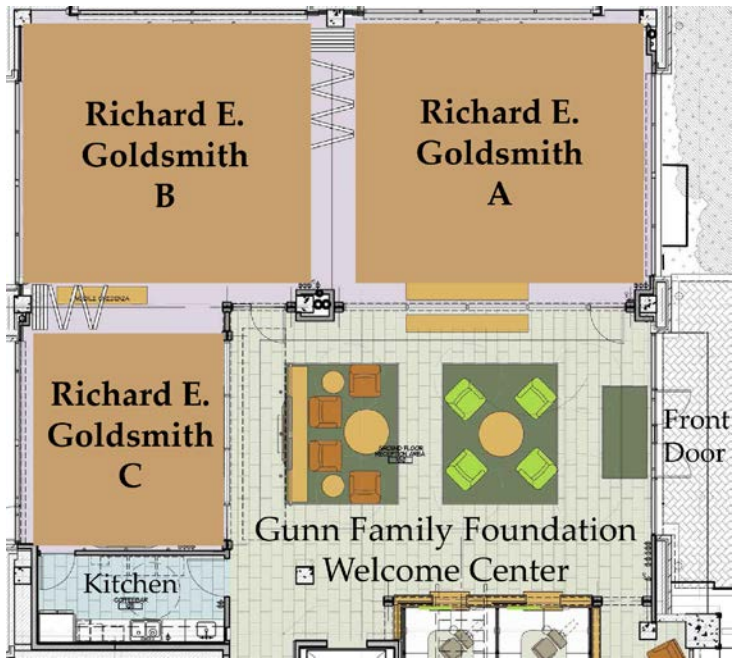
Auditorium



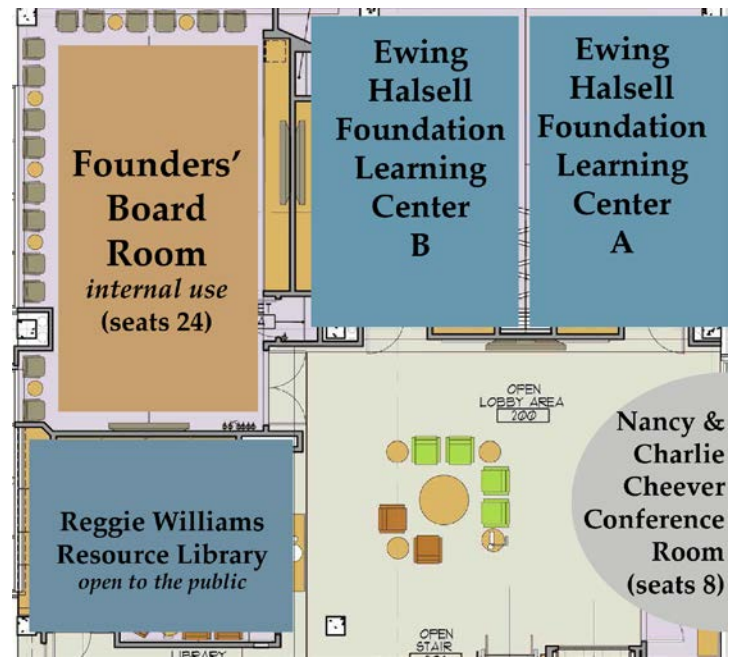
U-style Conference



The Wells Center - First Floor



The Wells Center - Second Floor



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. Our vision is to serve as a gathering place for community philanthropy; a physical place where we welcome donors, nonprofit organizations, business and community leaders to join together, address community issues of shared concern and promote improved quality of life for our region through the power of charitable giving. Visit www.saafdn.org/facilities for our complete policies.

Room Usage Policy Highlights

- Nonprofit and community organizations are eligible to use Area Foundation facilities.
- Fundraising events, events where fees are assessed (or costs are recouped), events where alcoholic beverages are served and social events are not permitted.
- Organizational requests to use conference rooms will be granted when rooms are available and meetings do not conflict with activities scheduled by the Area Foundation.
- Rooms are available for nonprofit use 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. After-hours and weekend usage will be determined on a case-by-case basis and will include a \$50/hour charge, plus an additional \$50 to cover 30 minutes of set up and clean up on either side of a meeting.
- Nonprofits may reserve space for one meeting per month, up to three months in advance. If the nonprofit is a [member](#), they may reserve space for one meeting per month up to one year in advance.
- Every conference room is 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 no charge for A/V.
- The Area Foundation is currently providing coffee and water free of charge for all guests. Organizations using facilities at the Pearl may bring in additional food and drink.
- Free parking is available in close proximity to the building. Visit www.saafdn.org/directions for map and directions.
- 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."
- The Area Foundation will not provide office supplies or copying, faxing, or secretarial services.
- Conference rooms are to be left in the same arrangement and condition as found prior to meeting. Anticipate approximately 30 minutes for cleanup of room. The "Final Inspection Check List" must be complete prior to your representative leaving.

To request a conference room, visit: www.saafdn.org/facilities