

San Antonio Area Foundation Meeting Space Policy

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 provide an intentional space for fostering ideas and promoting opportunity among nonprofit organizations, community leaders, and key stakeholders who make our community a better place to thrive.

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 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), and social private events.

3. Hours and Fees

Our meeting space is available free of charge Monday – Friday, 9 a.m. – 4 p.m. There will be a facility charge to use a meeting space outside designated time. No weekend availability. Extended 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 extended hour usage, doors are locked for security. Please have a member of your organization to stand by and allow your attendees in. Extended hour fees are determined by the table below.

Extended Hours	Cost
1 – 40 attendees	\$ 50 per hour
40 – 80 attendees	\$ 75 per hour
80 plus attendees	\$ 100 per hour

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 department 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. There is no charge for A/V usage and the 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

Organizations may bring their own food and drinks. If food is delivered, the 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. Pre-approval for alcohol must be accepted by facility department for afterhours.

7. Set-up

Default for room set-up is conference standard. Auditorium seating is available (upon request only) and a \$50 fee will be charged for set-up and tear down of all tables.

8. Incurred expenses and Insurance

Your organization's meetings must not incur an expense or liability to the San Antonio Area Foundation (i.e., 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 (social media, newspaper, television, mailings, media releases etc.) must be reviewed and approved by the San Antonio Area Foundation's communications department prior to release. We reserve the right to modify or deny media releases based on our policies. Please email [Hernan Rozemberg, M.A.](mailto:Hernan.Rozemberg@sanantoniopark.org), Director of Communications and Storytelling for approval.