



San Antonio Area Foundation Meeting Room Usage Policy (External Users)

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

GENERAL INFORMATION

Eligible Organizations

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

Prohibited Use

Meetings will not be used for fundraising, political events, events where fees are assessed (or costs are recouped), events where alcoholic beverages are served and/or social private events.

Hours Available

Meeting space is available Monday through Friday, 9 AM – 4 PM. All meeting participants must clear out of the room when your meeting time ends. To provide an opportunity for all groups to use the meeting rooms, your meeting cannot exceed more than 4 hours.

Reservations and Cancellations

Meeting requests will be honored on a first come, first served basis. Reservations will be made through community rooms email. San Antonio Area Foundation members can reserve a meeting room twice a month up to one year in advance. All others can reserve a meeting room 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 request. Notification of a meeting cancellation must be communicated 2 business days prior to your meeting date.

Specific Guidelines on the Use of a Meeting Room

- San Antonio Area Foundation will not offer secretarial services.
- No alcohol may be served in the facility.
- Door(s) to the meeting room must be closed before your meeting starts. Noise activity should not interfere with other meetings.
- Tables and chairs may be moved but need to be returned to original position.
- Rooms are set up according to the configuration style selected by your organization. **Note:** A \$50 fee will incur for auditorium style for removal of all tables and replacing them.
- Meeting rooms are to be left as they are found and clear of all items you bring. Cleaning wipes are



provided to clean tables and counters.

- Open flames, incense, glitter, and smoke machines are not permitted.

Audio and Visual

Meeting rooms are equipped with high-quality audio and visual equipment, including microphones, speakers, video conferencing, and large display screens. Wireless pointers are available for your presentation upon your request. (If using an Apple laptop, please arrange an onsite test one week prior to your event to ensure functionality.)

Refreshments and Catering

Organizations may bring their own food and drinks. If food is catered, pre-authorization is needed, and a Certificate of Insurance (COI) must be provided by your choice of caterer. Your representative is responsible to accept all deliveries. All food and drinks must be removed when you leave and disposed properly.

Incurred Expenses and Insurance

Your organization's meetings must not incur expense and/or liability to the San Antonio Area Foundation (i.e., copying, use of office supplies, 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.

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 communication department prior to release. We reserve the right to modify or deny media releases based on our policies. Please email Hernan Rozemberg at hrozemberg@saafdn.org for written approval.

This policy is subject to change at the discretion of the San Antonio Area Foundation.