

SAN ANTONIO AREA FOUNDATION AT CONCORD PLAZA

155 Concord Pl Dr., Suite 301

San Antonio, TX 78216



**CONFERENCE
ROOM
AND
FACILITIES
POLICY**

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

The San Antonio Area Foundation is delighted to welcome community partners to our facilities. Our meeting space is dedicated to supporting organizations by providing a place for educational and philanthropic activities.

GENERAL INFORMATION

Eligible Organizations

- 501 (c) (3), 501 (c) (4), 170 (c) (1)
- Members

Prohibited Use

To ensure the optimal use of our resources and avoid conflicts, our facilities will not host classes that are similarly offered by our organization. Other prohibited uses include fundraising activities, political events, private usage, events where fees are assessed, or where alcohol is served.

Hours Available

Meeting space is available Monday through Thursday, 9 A.M. – 4 P.M., and Friday 9 A.M. – 2 P.M. An additional 30 minutes is allocated for set up and cleanup. Meetings are limited to 4 hours to ensure availability for all groups. Full-day exceptions apply to members.

Reservations and Cancellations

Meeting requests are honored on a first-come, first-served basis. Members can reserve twice a month up to one year in advance. Non-members can reserve once a month up to 2 months in advance. Cancellations must be communicated 2 business days prior.

In the event our facilities close due to inclement weather, an emergency, power failure etc., we reserve the right to cancel a scheduled meeting. A representative of the San Antonio Area Foundation will contact the organizer regarding a cancellation.

The San Antonio Area Foundation reserves the right to deny room usage to any organization based on priorities or policies. Failure to comply with these policies will result in loss of future access to our space.

Specific Guidelines on the Use of a Meeting Room

- No secretarial services are provided.
- Doors must be closed during your meeting; noise should not interfere with others.
- Trash is not permitted on the floor and must be disposed properly in trash receptacles.
- Food must be removed and liquids disposed of in the sink located in the kitchen area.

- Tables and chairs can be moved but must be returned to their original positions.
- Rooms must be clean and clear of all items brought in.
- No open flames, incense, glitter, paint, and smoke machines.
- Groups must vacate promptly after their meeting ends.
- Organizations will be billed for any damage caused to the facility and/or equipment.
- For security reasons, attendees should not walk into the staff area unless accompanied by a staff member.

Set up and Cleanup

The default room set up is classroom style, apart from one meeting room. Tables and chairs can be moved but must be returned to their original position. The organizer of the meeting will be given 30 minutes before and after for set up and cleanup. The room must be left in its original state. Note: special request for auditorium seating must be requested and may be denied. There will be a one-time \$100 fee for organizations requesting auditorium style (staff would need to remove tables into another room).

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 request. If you are using a MAC laptop, bring a flash drive as a backup.

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 organization is responsible for accepting all deliveries. All food and drinks must be removed when you leave.

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.

Publicity or Media Releases

Permission to use the meeting room does not imply sponsorship by the San Antonio Area Foundation. Publicity for a meeting must not use the San Antonio Area Foundation's name or logo. All communication and marketing materials (social media, newspaper, television, mailings, media releases etc.) must be reviewed and approved by the San Antonio Area Foundation's Executive Director of Marketing and Communications prior to your meeting date and release. 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.

CONFERENCE ROOM SET UP

There are a total of 5 meeting rooms available for use. Our large meeting space is equipped with wall partitions and can provide a large or small meeting space. Max capacity with tables and chairs is up to 46 attendees and 80 attendees without tables.

Classroom Style – Large sits up to 46, Small sits up to 12



Conference Style (cannot be reconfigured) – sits up to 12

