

San Antonio Area Foundation

Room Usage Policies and Procedures

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 become 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.

An important part of this vision is to enable local nonprofit organizations to use our conference rooms at no- to low-cost. If your organization is interested in utilizing our space, please read through the following policies and procedures to learn more.

BASIC POLICIES FOR USE OF ROOMS

1. Eligible groups:

Nonprofit and community organizations

2. Nature of the event:

Our facilities are designated for the benefit of the nonprofit community. Prohibitions include: fundraising events, events where fees are assessed (or costs are recouped), events where alcoholic beverages are served and social events.

3. Cost:

There is currently no fee to use a conference room during the hours stated in policy number four, and all A/V is included with room usage. There are costs associated with after-hours usage due to extra staffing requirements by the Area Foundation.

4. Hours:

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 both sides of a meeting. Groups larger than 40 will incur a doubling of that charge due to additional staffing requirements. **Groups over 80 will be priced on a case-by-case basis.**

5. Frequency of use:

In order to accommodate as many nonprofits in San Antonio as possible, organizations are eligible to use the meeting rooms once per month, with the ability to reserve 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.

ROOMS AND AMENITIES AVAILABLE

Audio Visual Equipment:

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. We also have a wireless microphone system for our large training space and wireless pointers available for presentations. There is no charge for A/V usage. (If using an Apple computer, you must provide your own A/V adapters. Please arrange an on-site test one week prior to your event to ensure functionality.)

First Floor “Richard E. Goldsmith A,B,C” Rooms:

Three large, bright rooms which can be used individually or combined are flooded with natural light from every direction and look out on scenic spaces at the Pearl. Automated window shades are installed for light control as needed for presentations. Located on the first floor, every area is easily accessible and ADA compliant. A kitchen is within close proximity and includes an ice maker, refrigerator, microwave and coffee center. Visit www.saafdn.org/facilities to view room layouts and capacities.

Second Floor “Ewing Halsell Foundation Learning Center A&B” Rooms:

These rooms are smaller, but also flooded with natural light and equipped with sun shades. Two rooms can be used individually or combined.

A third meeting space “Nancy & Charlie Cheever Conference Room” is also available for up to eight participants. This “fishbowl” conference room offers a modern, collaborative feel great for small meetings and is set up conference-room style. All upstairs spaces are also ADA accessible via elevator. Visit www.saafdn.org/facilities to view room layouts and capacities.

Refreshments:

The Area Foundation will provide coffee and water free of charge for all guests. Organizations using facilities at the Pearl may bring in additional food and drink, but you must be on-site to accept delivery.

Set-up:

Conference rooms at the Area Foundation are primarily designed for meeting and learning space. If you have a need for an event that requires an open space, there will be a \$50 charge to empty (and later replace) the tables and chairs. Other set-up requests outside those offered on our layout form will be charged on an individual basis commensurate with the time involved. Default Set-up is in the “Classroom” style. If you prefer a different configuration, please request that in advance and provide a layout drawing to the Facilities Coordinator.

RESERVING A CONFERENCE ROOM

1. Eligibility and Insurance Requirements for Use of Conference Rooms:

Conference rooms are available for use by local nonprofit and community organizations. 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. The Area Foundation reserves the right to deny room usage to any organization based on priorities or policies.

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 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.

Availability of Conference Rooms:

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 both sides of a meeting.

2. Reserving a Conference Room:

To request to use a conference room, please [visit our website](#) to download the meeting room request form. Our Coordinator will check availability of the requested room and, if available, reserve it and contact your organization within 48 hours to notify of approval or denial.

- Organizations are encouraged to perform a site visit with Area Foundation staff at least 10 business days prior to requested date. The purpose of the site visit is to ensure the room requested will meet your organization’s needs and give your organization’s representative an overview of building.
- Since some meetings will require catering and other setup, the Area Foundation requests that your organization’s representative arrive at least 30 minutes prior to start time. Please see the “Arrival Procedure” section for further details.
- Anticipate approximately 30 minutes for cleanup of room. Conference rooms are to be left in the same arrangement and condition as found prior to meeting, unless otherwise specified by our Facilities Coordinator. Please refer to our “Check-Out Procedures.”
- Your organization’s meetings must not incur expense or liability to the Area Foundation (i.e. long distance phone charges, copying, etc.). If expenses are incurred, your organization will be responsible for reimbursing the Area Foundation for those expenses.
- Notification of meeting cancellation is required at least five working days prior to requested date. Failure to notify our Facilities Coordinator of the need to cancel may prevent your organization from future use of meeting space.

3. Parking:

Free parking is available in close proximity to the building. [Click here](#) for map and directions.

4. Mailings, Media Releases or Media Present at Event:

Any media (newspaper, television, mailings, etc.) releases must be reviewed and approved by the Area Foundation’s Communications Department prior to release. We reserve the right to modify or deny media releases based on our policies. In addition, organization must have the prior approval of the Area Foundation to allow media presence at the organization’s event. If prior approval is not acquired, media may not be allowed to attend organization’s event. Please email [Joel Williams](#), director of public relations, for approval or questions.

5. Guidelines for Conference Rooms and Premises:

- a. The Area Foundation's Facilities Coordinator will meet/greet your organization's representative and be your contact during your time in our offices.
- b. Your organization's representative must remain onsite during designated meeting times.
- c. No alcoholic beverages may be possessed, served or consumed on Area Foundation premises during working hours. No alcoholic beverages are allowed on the premises after hours. No smoking is permitted in the building and or on the property.
- d. The Area Foundation will not provide copying, faxing, or secretarial services.
- e. Tables and chairs in the meeting rooms may be moved, but need to be returned to original positions unless otherwise directed by the Area Foundation's Facilities Coordinator.
- f. After all events, conference rooms and kitchen area must be left in found condition. If used, the following resources must be clean and/or free of items brought in for the meeting:
 - Coffee containers
 - Tables and chairs
 - Counter tops and sinks
 - Microwave (inside and out)
 - Refrigerator (inside and out)
 - Floors
 - Trash containers should be emptied if excessively full or containing food waste (Ask an Area Foundation staff member to assist)
- g. The following items, or similar items, are not permitted on the premises. If you have a questionable item, please ask our Facilities Coordinator.
 - Open flames or smoke machines
 - Hanging lights, glitter, confetti, sparklers, etc.
 - Weapons
 - Live animals (with the exception of service animals)
- i. Decorations can only be added with prior written permission from the Area Foundation. No tape, nails, thumb tacks, putty or any other item that may affect the appearance of walls when removed may be placed on walls.
- j. Your organization is responsible for any damages caused to the facility or grounds.
- k. Deliveries for meetings may only be made on the date of the meeting and a member of your organization must be present to accept delivery. Your organization is responsible for any vendors you employ for an event.
- l. Noise and activity levels must be controlled and not interfere with the Area Foundation business operations.
- m. For security reasons, your organization's meeting attendees should remain in the designated meeting space unless using restrooms, kitchen area or accompanied by an Area Foundation staff member.
- n. Children must always be under the care and supervision of adults.

Following the use of the meeting room, your organization must return the room to its original state (unless otherwise directed by the Facilities Coordinator) and complete the "Final Inspection Check List," which will be reviewed by Area Foundation staff prior to your representative leaving the Area Foundation premises.

San Antonio Area Foundation

Arrival and Departure Policies and Procedures

ARRIVAL

1. **Check-In:**

Your organization's representative should arrive half hour prior to start time. Your representative must check in with our Facilities Coordinator at the Receptionist Desk. A review of audio/video equipment should be completed and, if there are any changes or questions, please ask our Facilities Coordinator at this time.

2. **Conference Room:**

Please look over the room to make sure everything is set up properly.

3. **Kitchen:**

The coffee maker in the catering kitchen should be used to supply coffee for the meeting. If you need assistance, please ask our Facilities Coordinator.

4. **Information for Attendees:**

The organization is responsible for attendees being informed of the following. Please review with meeting attendees:

- a. Adjacent to our conference areas are other conference rooms and/or staff offices. Sound can travel easily throughout all areas, so please refrain from talking loudly in the lobby area and keep room doors closed during meetings.
- b. Cell phones may be used but should be put on vibrate when entering the building. If a call is necessary or received, you may use our lower lobby, but please keep volume to a minimum.
- c. Meeting attendees must remain in the designated meeting room or lobby areas. If you would like to see the rest of the building, please ask our Facilities Coordinator and a staff member will be happy to give a tour if time allows.
- d. Restrooms are located on the first floor on the far side of the stairs.

DEPARTURE

1. Check-Out:

Our goal is to have conference rooms and facilities available immediately following a completed meeting. Refer to the Final Inspection Checklist below for a list of items that need to be checked. After the checklist is completed, your organization's representative may check out at the reception desk.

2. Check-List:

Conference Room:

- Tables and chairs in original position (i.e., position found prior to meeting) unless otherwise specified by our Facilities Coordinator
- Table tops and counter tops clean
- Trash containers emptied if excessively full or contain food waste
- All trash taken to outside dumpster for Friday and weekend meetings (ask Facilities Coordinator for location)
- Carpet free of dirt and stains
- Walls in original condition
- Lights turned off
- Equipment turned off and returned (mics, wireless pointers, other)
- Markers returned to reception desk
- All meeting items brought in must be removed
- All meeting attendees have departed (Organization representative needs to stay until all attendees have departed unless attendee has previously scheduled a subsequent meeting.)
- All fees for additional usage have been paid, if applicable.

Kitchen:

- All food and catering supplies removed from premises
- Refrigerator clean and free of items brought in for meeting
- Microwave clean
- Coffee maker empty and clean
- Any dishes used washed and put away (limited dishes are available)
- Counter tops clean