Conference Room Usage Guidelines

We will receive requests from community groups to use our conference rooms. Foundation activities have priority for conference room usage—both the Founder's Room and the small yet-to-be-named conference room. Below are some guidelines for usage:

- Community groups should have a fundholder or board member connection
- Maximum room usage is 3 hours—between 8 a.m. and 5 p.m.
- Guest groups must provide their own coffee/beverage set-up
- Guest groups must provide "housekeeping" rules to their group including:
    - Taking good care of the room
    - Cleaning up after themselves, including taking out their own trash
    - Being respectful of the work environment and keeping voices low when traveling to/from the bathrooms
    - Arriving after normal business hours begin and departing before normal business hours end

If the Foundation needs the room for Foundation purposes, the guest group will be notified that the room is no longer available.