

The San Diego Foundation, herein referred to as The Foundation, is a meeting space where diverse groups can gather to advance positive social change, strengthen the nonprofit sector and increase the understanding of philanthropy in San Diego. We are pleased to make our facility available, free of charge, to all San Diego county, 501(c)(3), nonprofit organizations. As we do not have an evening staff, our conference rooms are only available Monday through Friday, 8:00 a.m. to 5:00 p.m. We are also closed on weekends and holidays. To ensure we can continue to effectively offer our rooms to multiple organizations, on a regular basis, we require that you read and adhere to this policy.

Note: *The Foundation reserves the right to deny use of our facility to any organization or entity. Additionally, **any breach of this policy may result in cancellation of the guest organization's reservation.** Lastly, in the rare case that The Foundation needs any of the conference rooms for an internal meeting, **we may ask outside users to reschedule.***

We have eight conference rooms (Enclosures 1-8) available for public use, all of which are equipped with computers, LCD's or overhead projection systems to provide you with an easy, plug and play environment. Two of our rooms are equipped with webcams for video conference via Skype. For information on occupancy and available services in each conference room please see Enclosures 1-8.

This document contains information on the following:

1. Reservations
2. Room Usage and Guidelines
3. Security and Safety
4. Available Supplies
5. Legal
6. Conference Rooms (Enclosures 1-8)

Reservations

1. Reserving a conference room. A 501(c)3 nonprofit organization may request a meeting room reservation up to three (3) months in advance of a convening date and must be made by submitting a Community Engagement Space Reservation Request form online [here](#).

Note 1: We recommend adding **30 minutes to the beginning and end of your requested time**, for setup and break down. It is the requesting organization's responsibility for setting up the room as well as returning it to its original configuration, per this policy (see Enclosure (1) for photos).

Note 2: A reservation for use of The Foundation conference meeting rooms is confirmed only upon receipt of the following:

1. A copy of the organization's 501(c)3 letter verifying tax-exempt status (if not already on file with The Foundation).
2. A Certificate of Liability Insurance (COI) for general comprehensive liability insurance with limits of at least **\$1 million per occurrence**, naming The Foundation as the certificate holder and as an additional insured. A copy is retained on file at The Foundation until its expiration, at which point your organization must provide a new and current certificate to allow for continued use of the facility. Please ask your insurance company to use the following recommended verbiage when issuing the Certificate of Insurance:

"The San Diego Foundation is named as an additional insured under GL policy ### in connection with primary insured's and any affiliate's use, from time to time, of the real estate facilities (e.g., conference rooms) of The San Diego Foundation. This coverage remains in effect until the policy expiration date or approved notification of termination is received. A new certificate must be provided annually prior to the policy expiration date."

Note 3: Organizations using The Foundation premises may not charge an admission or meeting fee except to cover such direct meeting costs for **food only**. The facilities **may not be used for commercial purposes, fundraising, or any monetary profit**.

2. **Availability and Notification.** Room reservations will be taken on a first-come, first-served basis and require a minimum of 48 hours advance notice. Thank you for understanding that The Foundation reserves the right to decline a reservation request if it interferes with our other activities.
3. **Recurring Meetings.** As our goal is to offer the use of our facility to as many local nonprofit organizations as possible we, therefore, cannot accommodate recurring meetings by any one particular group, i.e. reserving meetings for an entire year in advance, etc.... A few meetings at a time may be considered, on a case by case basis. Additionally, requests for multiple, consecutive days (more than two days), may also be considered on a case by case basis.
4. **Room Cancellations.** If you need to cancel a meeting, please provide a minimum of 48 hour advance notice by contacting the Facility Manager, Otto Delacruz or receptionist, Nuria Shariffi at (619) 235-2300, or emailing them at facilities@sdfoundation.org.
5. **Checking in/out.** On the day of the meeting, the requesting organization's appointed representative shall check in at the front desk and supply the receptionist with a form of identification while their group is using the room. A preferred form of identification is a driver's license. This person will notify the receptionist when the meeting is over and will verify that the room has been returned to its original condition and configuration per our policy. Upon confirmation of the room's original condition and configuration, identification will be returned.

Room Usage and Guidelines

- 1. Checklists.** Each conference room provides a brief checklist that can assist you, including passwords for our complimentary Wi-Fi and access to our A/V equipment. It will also have general house cleaning rules. The checklists may be found mounted on the room wall in a plastic placard. Please refer to them when using our rooms. Additional information regarding room usage is denoted in this policy.
- 2. Audio/Visual Equipment & Technology.** Our rooms are equipped with a computer, LCD screen or overhead projection systems, to allow for Power Point presentations, etc... Our systems are primarily Windows-based PC's, with limited Mac accessibility. We offer complimentary Wi-Fi and internet access. Our guests are responsible for bringing their own DVD's, CD's, thumb drives, adapters, etc... as we do not provide supplies. Lapel and hand-held microphones are available, upon request, in the Hoffman Room only. If you are unfamiliar with the technology, please ask for assistance and someone will assist you.
- 3. Room Furniture.** Our chairs and tables for the Deborah Hoffman and Raymond Executive Board Room (EBR) are on wheels and can be configured to suit your specific needs. Where the ability exists to do so, guests can configure the rooms, as necessary. However, **it is the responsibility of the using organization/guest to return the room to its normal configuration**, as shown in Enclosure 1 of this document, upon completion of any meeting or event to assist those in the following meeting.
- 4. Maintenance.** In our efforts to maintain the newer condition of our building, please note that tacks, nails and tape are **prohibited** on any wall surface. This is to prevent damage to the premises. Please advise staff of any stains or damage to carpet or furniture.
- 5. Damages.** It is the Foundation's expectation that the using organization be responsible for reimbursing, replacement, and repair and/or cleaning of any damages to the facility, equipment or furnishings.
Note: Our main entrance floor mats are foldable grids that are laid atop the concrete and not affixed. The **maximum** weight for pallets or other load bearing equipment is **300 pounds**. Please use the rear entrance, in the kitchen on the first floor, for deliveries in excess of 300 pounds. Any damages caused to the mats, doors, or flooring will be charged to the organization responsible.
- 6. Food.** Liberty Station provides several catering options and our guests are more than welcomed to have their events catered, therefore, food may be brought in or delivered for use during your meetings. However, the using organization is responsible for making any catering arrangements and meeting the caterer upon arrival to receive delivery. If you would like to serve coffee, tea and/or water, you or the caterer must supply it. The Foundation is not able to provide these amenities. Kindly ensure the cleanliness of the room upon completion of the event.
- 7. Alcohol.** Only non-alcoholic beverages may be served.
- 8. Trash and Cleanliness.** Our facility is cleaned and vacuumed daily during evening hours, Monday through Friday. However, as we have multiple meetings throughout the day, it is expected that our guests clean up after themselves to allow everyone the ability to enjoy a clean and presentable atmosphere for their event. Therefore, upon completion of any event, guests are responsible for ensuring that all refuse is disposed of in the appropriate receptacle and the room is left in an orderly condition. In the event that all waste bins are full in any conference room at the conclusion of your event, the using organization is responsible for removing any excess trash from the premises. For your convenience, there is a large garbage/recyclable collection area in our parking lot, across the street. It is housed within concrete walls, easily visible when crossing the street.
- 9. Supplies and Copies.** Please bring your own supplies. The Foundation staff is not available to assist users with business services such as photocopying, faxing, etc...

- 10. Courtesy.** As an open environment, sound tends to travel well throughout the building. We ask that you be courteous to other guests, as well as, our tenants and staff that are still working, by maintaining an appropriate noise level, conducive to an office environment. It would also be appreciated if lengthy cellphone conversation be taken outside to avoid disrupting the reception area and others.
- 11. Media.** Any media presence at The San Diego Foundation **requires advance notification** of TSDF. Users must notify TSDF staff if they are inviting or expecting members of the news media.
- 12. Assistance animals.** Guide dogs are permitted at The Foundation for people with disabilities but, must be on a leash at all times and muzzled, if necessary. No other animals are permitted.

Security and Safety

- 1. Security.** Our offices are a very open environment. However, all of our exterior doors are locked to the public with the exception of the main entrance for security reasons. Security cameras are located at every entrance/exit doors. We expect our guests to ensure the integrity of the building is maintained by closing all doors which may have been left open, by them or others, for brief periods of time during their meetings. Please do not allow the doors to be propped open if they are left unattended.
- 2. Safety.** In the event of a fire/emergency, and an evacuation is required, you may exit the building via the nearest exit and/or emergency exit as shown in the emergency exit plan (Figures 1 and 2).



EMERGENCY EXIT PLAN
IN CASE OF FIRE USE STAIRWAY EXIT
DO NOT USE ELEVATOR



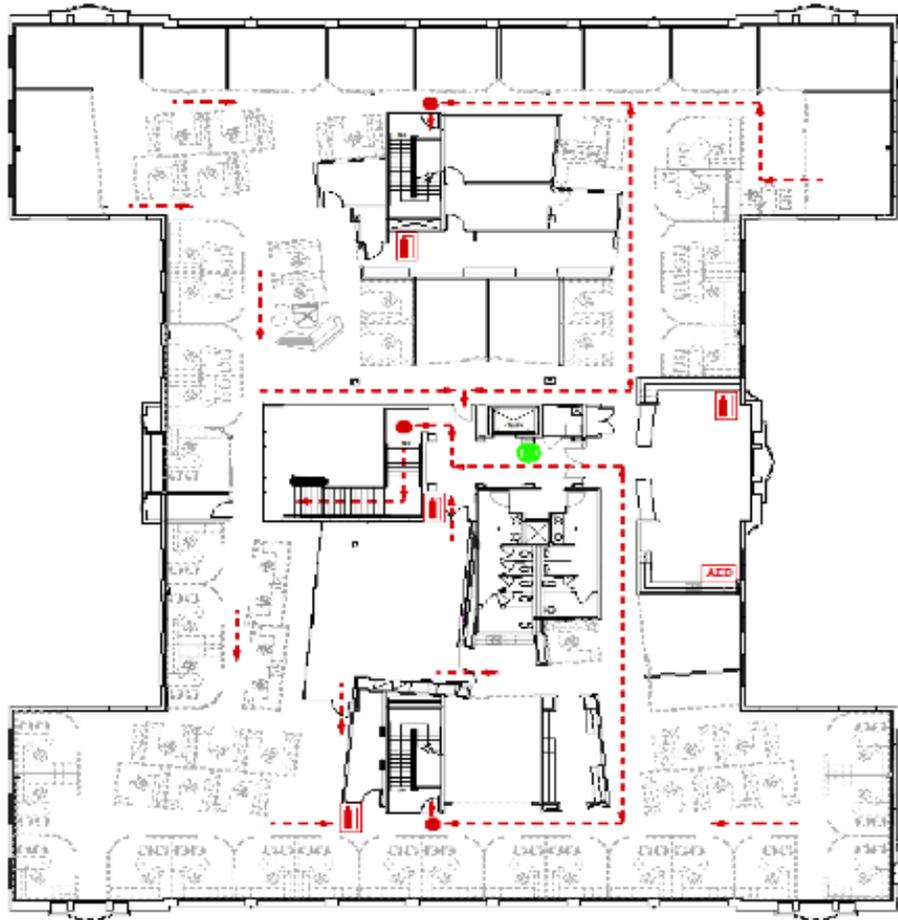
-  YOU ARE HERE
-  PRIMARY EXIT ROUTE
-  FIRE EXTINGUISHER
-  DEFIBRILLATOR
-  BUILDING EXITS

FIRST FLOOR
THE SAN DIEGO FOUNDATION
2508 HISTORIC DECATUR ROAD
SAN DIEGO, CA
9 2106
(Fig 1)





EMERGENCY EXIT PLAN
IN CASE OF FIRE USE STAIRWAY EXIT
DO NOT USE ELEVATOR



- YOU ARE HERE
- PRIMARY EXIT ROUTE
- FIRE EXTINGUISHER
- AED DEFIBRILLATOR
- BUILDING EXITS

SECOND FLOOR
THE SAN DIEGO FOUNDATION
2508 HISTORIC DECATUR ROAD
SAN DIEGO, CA
92106
(Fig 2)

EMERGENCY PHONE NUMBER		

Overnight Storage and Parking

1. **Overnight Storage of Items.** Because we do not provide 24 hour security, The Foundation is not able to provide space to store supplies or personal belongings. Please be sure to remove all meeting materials at the conclusion of your event as we do not allow the storage of materials overnight. We are not responsible for personal property or equipment brought into the space.
2. **Parking.** The San Diego Foundation has limited parking. Our assigned parking lot (Lot I), across the street, is generally for the use of The Foundation and surrounding businesses' employees. It requires an authorized parking pass be displayed. However, there are a limited number of "visitor" parking spaces in Lot I and they are available on a first come-first served basis and are subject to a three hour time limit. There are three other parking options:
 - a. **Street Parking.** Local businesses' are encouraged to park in their respective parking lots so as to allow visitor street parking access. Street parking tends to be taken quickly; therefore, we recommend you arrive early. Historic Decatur Road, however, has a two-hour, city-imposed, time limit. If you choose to park on Historic Decatur Road, you do so at your own risk and expense, if ticketed.
 - b. **Overflow Parking.** Available across from Vons and Trader Joes on Truxton Road. Please park toward the back of the lot area so as to allow closer parking for consumers. This area is designated as a three-hour parking limit area as per the Liberty Station Community Association. Park at your own risk.
 - c. **Additional Parking.** Any other parking lot with available "visitor" parking is permissible to park. Parking continues to be subject to a three hour time limit.

Note: If your vehicle is parked, in any space marked Reserved, Handicap, Loading Zone, etc.... or in any area not permissible by law, your vehicle is subject to be ticketed or towed at the owner's expense.

Available Supplies:

The following items are limited in availability and will be provided on a first come, first serve basis. Please be sure to let us know if you are requesting any of the following items:

1. Dry-erase/white board markers
2. Wireless Internet connection

Legal

1. **Indemnity and Damages.** All users and persons attending user sponsored events using the Foundation's facilities take the premises "as is" and assumes all risks of loss, damage, or injury, including death or property damage, resulting from the use by user of the Foundation facilities and services under this agreement. The Foundation "facilities" and "premises" includes not only meeting rooms but the entire building.

The Foundation assumes no liability whatsoever for any property placed by the user or any person attending a user sponsored event in or about the San Diego Foundation's building or properties. The user agrees that all persons on the Foundation premises because of the user's event (participants, members, invitees, etc.) are under the direct and complete control of the user. As such, the user is liable for all damages resulting from a participant's use of the Foundation's facilities and services. The user shall reimburse the Foundation for all damages to its facilities or equipment resulting from the use of the same.

2. THE USER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND THE FOUNDATION, ITS BOARD OF GOVERNORS, OFFICERS, AND EMPLOYEES FROM AND AGAINST ANY AND ALL LIABILITY OR FINANCIAL LOSS, COSTS OR EXPENSES (INCLUDING REASONABLE ATTORNEY'S FEES AND LEGAL COSTS) RESULTING FROM ANY SUIT, CLAIM, LOSS OR ACTION BROUGHT AGAINST THE FOUNDATION, ITS BOARD OF GOVERNORS, OFFICERS, AND/OR EMPLOYEES WHICH ARISES OR RESULTS DIRECTLY OR INDIRECTLY FROM THE USE OF THE FOUNDATION'S FACILITIES OR SERVICES UNDER THIS AGREEMENT BY THE USER OR ITS SPONSORS, SPECTATORS, PARTICIPANTS, MEMBERS, OFFICERS, DIRECTORS OR AGENTS.
3. **Acceptance.** Your verbal consent, in person or by phone, your electronic signature or any electronic correspondence accepting or consenting to room usage or acceptance of any reservation, electronic or verbal, holds your organization responsible for actions not in accordance with the policy and guidelines set herein.

Connie Matsui



Interim CEO
The San Diego Foundation

Conference Rooms (in their original configurations)

1. Deborah Hoffman Room



Conference Room Name	Occupancy	Equipment
Deborah Hoffman Room	75 people	<ul style="list-style-type: none"> ➔ PC based computer ➔ Overhead projector ➔ Dropdown projection screen ➔ 2 LCD screens ➔ Wireless keyboard ➔ Wireless mouse ➔ 2 Wireless handheld mics ➔ 2 Wireless lapel mics ➔ Audio conferencing ➔ Complimentary Wi-Fi



2. Raymond Executive Board Room (EBR)



Conference Room Name	Occupancy	Equipment
Raymond Executive Board Room (EBR)	30 people	<ul style="list-style-type: none">→ PC based computer→ Overhead projector→ Dropdown projection screen→ Wireless keyboard→ Wireless mouse→ Telephone→ Complimentary Wi-Fi→ PolyCom Conference Phone



3. The Bob Kelly Room



Conference Room Name	Occupancy	Equipment
Bob Kelly Room	10-12 people	<ul style="list-style-type: none">→ PC based computer→ LCD screen→ Wireless keyboard→ Wireless mouse→ Webcam for Skype→ Telephone→ Complimentary Wi-Fi



4. The Oceanside Room



Conference Room Name	Occupancy	Equipment
Oceanside Room	12 people	<ul style="list-style-type: none">→ PC based computer→ LCD screen→ Wireless keyboard→ Wireless mouse→ Complimentary Wi-Fi



5. The La Jolla Room



Conference Room Name	Occupancy	Equipment
La Jolla Room	9 people	<ul style="list-style-type: none">→ PC based computer→ LCD screen→ Wireless keyboard→ Wireless mouse→ Telephone→ Complimentary Wi-Fi



6. The Escondido Room



Conference Room Name	Occupancy	Equipment
Escondido Room	9 people	<ul style="list-style-type: none">→ PC based computer→ LCD screen→ Wireless keyboard→ Wireless mouse→ Webcam for Skype→ Telephone→ Complimentary Wi-Fi



7. The Manpower Room



Conference Room Name	Occupancy	Equipment
Manpower Conference Room	8 people	<ul style="list-style-type: none">→ PC based computer→ Desktop projector→ White Board→ Wireless keyboard→ Wireless mouse→ Telephone→ Complimentary Wi-Fi



8. The Jennifer Adams-Brooks Room



Conference Room Name	Occupancy	Equipment
Jennifer Adams-Brooks Room	8 people	<ul style="list-style-type: none">→ PC based computer→ LCD screen→ Wireless keyboard→ Wireless mouse→ Webcam for Skype→ Telephone→ Complimentary Wi-Fi