



**THE  
COLORADO  
TRUST**

*A Health Equity Foundation*

## **Reserving Meeting Space at The Colorado Trust**

*Last updated September 2018*

### **Eligibility Criteria**

The Colorado Trust is pleased to offer the use of its meeting rooms for a minimal fee to 501(c)(3) nonprofit organizations and current Trust grantees. *Please note that The Trust does not sponsor or host political campaigns, lobbying activities or voter registration drives.*

Rooms are available on first come, first served basis and priority is given to Trust staff, then Trust grantees, then any other nonprofit organizations. For nonprofit organizations that want to use meeting space and are not current Trust grantees, The Trust requires a \$50 facility usage fee (or \$100 for the Sabin Room, our largest space), along with a \$500 refundable damage deposit upon time of reservation confirmation. Checks are the only payment form accepted; The Trust does not accept credit card payments or deposits.

### **Time and Availability of Meeting Rooms**

Meeting rooms are available in a variety of sizes and configurations to meet your needs. The Trust meeting rooms may be used for meetings from 8:30 a.m. to 4:00 p.m. Monday through Friday on non-holiday/regular business days. If access is required before or after these hours, special authorization and arrangements must be made in advance of the meeting with The Trust's meeting room manager (contact info below). The available meeting rooms are:

- Meeting Room #1 (capacity 25)
- Meeting Room #2 (capacity 10)
- Meeting Room #3 (capacity 25)
- Sabin Room (capacity 50)

### **Scheduling Meeting Rooms**

The host organization should [send a message](#) to the meeting room manager at The Trust to request use of a meeting room. She will send a confirmation email to the meeting host to confirm the meeting room reservation, set-up instructions and host responsibilities. The Trust requests meeting room cancellations at least 24 hours prior to the meeting date.

### **Meeting Room Set-Up**

Once a room is reserved, The Trust must be informed about associated needs for the meeting, including:

- **Audio/Visual Equipment:** Laptop computers, LCD displays, screens and internet cords are available upon request. The Trust offers a guest Wi-Fi network. Additionally, current Trust grantees may request Skype and/or Polycom usage, including an access number and pin.
- **Catering:** Host organizations must directly arrange and pay for such services. The vendor name and contact, as well as the arrival/pickup times for catering equipment, must be provided to The Trust in the meeting room email request. The Trust does not maintain a preferred catering list.
- **Seating Configuration:** The meeting host should discuss the seating and table configuration with the meeting room manager to ensure the proper room is being

reserved. Host organizations are asked to configure tables and chairs in a meeting room to fit their needs, and then return the room to its original configuration at the end of the meeting.

- Please note that The Trust does not provide technical support, nor office administrative support, for externally hosted meetings.

### **Host Organization Responsibilities**

When using a Trust meeting room, the host organization needs to assume responsibility for the following:

- **Host:** At least one staff member of the host organization needs to be present during the entire meeting.
- **Trash:** Make sure all trash, recyclables and compost are properly stowed after the meeting. Please pick up any papers, scraps and pieces of food off the floor before departing. Table tops should be cleaned if needed.
- **Check-in:** Notify meeting participants that they must check in with The Trust's receptionist in the lobby before proceeding to the assigned meeting room.
- **Parking:** Provide parking information and directions to those who will attend the meeting. The Trust can provide information to meeting hosts about nearby parking options. The Trust itself cannot provide parking to meeting attendees.
- **Telephone calls:** A public telephone is available in the hallway outside of Meeting Room #3. Cell phone conversations should be kept to a low volume and only take place outside the building or another unoccupied space, if available.
- **Electronics:** Please ensure all laptops, monitors, etc. are turned off at the conclusion of the meeting, and that conference call lines are fully disconnected and Polycom devices turned off.
- **Legal requirements:** No tobacco, alcohol, marijuana, illegal drugs or weapons are allowed in The Colorado Trust building. Smoking is only allowed in designated areas at street level on 16<sup>th</sup> Avenue.
- **Other rooms:** Please do not use other meeting rooms (even if unoccupied) if not reserved for the host organization's meeting.
- **Emergencies:** If a fire alarm sounds, the meeting host—as well as appropriate Trust staff, as fire marshals—must ensure that all meeting participants exit the building immediately. Fire doors will automatically close. Do not use elevators to exit the building.

Please [contact us](#) with any questions you may have about reserving and using Trust meeting spaces.