



Conference Room Meeting Request Form and Policies

At Taos Community Foundation, we are happy to make our conference room available to the community. We prioritize Taos Community Foundation agency fund partners, Taos Community Foundation special projects, and local non-profit organizations.

We presume that all organizations hosting meetings will uphold high ethical standards with regard to race, ethnicity, color, religion, sex, age, and disability.

Taos Community Foundation is a smoke free environment.

Our conference room can seat **16** comfortably. Organizations can reserve the conference room once per calendar month. The room is available for use with prior reservation on a first come first served basis.

Reservations can be made up to 6 working days before an event. Cancellation is required 5 working days prior to the event. Failure to advise Taos Community Foundation of cancellation with adequate notice may prevent your organization from future use.

The conference room is available for meetings, subject to availability, **Monday to Thursday**, between the hours of **9am to 12pm and again from 1:30pm to 4:30pm**. **This schedule must allow time for set up and clean up within the Foundation's regular working hours.** *The conference room is not available evenings, weekends or holidays except in special circumstances, at the discretion of the Foundation Director.*

**** Please discuss any audio visual needs when making your reservation.**

**** If your presentation requires a laptop you must supply your own.**

Conference call facilities are available **with prior arrangement at the time of room reservation.**

Internet access is available through the Taos Community Foundation wireless network.

Use of the Taos Community Foundation kitchen is permitted. Filtered water is available. Please bring your own coffee or tea supplies if desired. Keurig coffee maker or 12 cup drip coffee maker are available for use.

**** Please leave the conference room in the condition that you find it. If refreshments are served, please clean tables and remove all trash to an outside trashbin.**

Although the facility is offered free of charge, in the event of damage to the room or equipment, it is the Foundation's expectation that the host organization be responsible for reimbursing, replacement, repair and /or cleaning as determined by the Foundation.

Please contact the Foundation at info@taoscf.org or telephone 575-737-9300 for questions, to discuss event details, or check availability.

Complete the attached form and email or deliver it to:

**Taos Community Foundation
115 La Posta Road Suite A, Taos NM 87571**



Received on Date

Entered in Calendar

Confirmation Emailed

for TCF use only

CONFERENCE ROOM RESERVATION FORM

Name of Meeting

Name of Organization

Website address

Organization Mailing Address

Organization Telephone Number

Contact email address and telephone number

Meeting date

Time of Meeting – start-end

Number of attendees

You will receive a confirmation of your reservation within 48 hours by email.

Taos Community Foundation reserves the right to withdraw its offer of use should an internal need supersede it. Should this situation arise, we will make every attempt to find an alternative date, but we cannot guarantee availability. In this event, you will be notified by email.

Contact (responsible party) name and signature _____ □

Date _____