

Conference Room Usage Criteria

The Y & H Soda Foundation will make its Conference Room available to organizations that support our mission of enhancing the health, education and well-being of the underserved in Alameda and Contra Costa Counties. The facility will be provided, subject to availability, free-of-charge to eligible nonprofit organizations through an application process.

Availability: Monday through Friday from the hours of 9:00am to 5:00pm

Maximum Capacity: 36

Other:

- 16 tables and 36 chairs are available that may be configured in a variety of ways.
- Audio visual equipment available for use includes video projector, sound system and document camera. (Note that organizations must provide their own laptop for presentations.)
- Wireless internet access available in the conference room.
- Guests using the conference room must confine themselves to the conference room, bathrooms and kitchen area.
- The building is a non-smoking facility.
- Organization is responsible for the set-up and clean-up. Facilities must be left the way they were found.
- All expenses, liabilities or damage resulting from the applicant organization's use are acknowledged to be the sole responsibility of the organization.

Conference Room Reservation Process

- Please contact the Program Assistant or your program officer at 631-1133 to determine availability of conference room for date of event.
- If date is available, organization must submit an "Application for Use" which if accepted will result in the organization being invited to use the facility free of charge.
- If invited to use the conference room then, a completed "Agreement for Use" must be submitted to the Foundation at least 1 week prior to the scheduled event. As part of the Agreement for Use, the organization will have to provide to the Foundation a copy of a Certificate of Insurance indicating comprehensive liability insurance in a minimum amount of \$1,000,000 for any one occurrence for loss and for damage to or destruction of property belonging to third parties.

Primary contact: Program Assistant

(925) 631-1133

Program-Assistant@yhsodafoundation.org