



550 Dana Street, San Luis Obispo, CA 93401  
(805) 543-2323 • Fax: (805) 543-2346 • [www.cfsloco.org](http://www.cfsloco.org)

## **Community Foundation San Luis Obispo County Meeting Space Use Policy**

Welcome, Nonprofit Partners!

The Community Foundation San Luis Obispo County (CFSLOCO) is delighted to offer its meeting spaces within the historic Barneberg House for use by our valued nonprofit partners. We believe that by providing a welcoming and well-equipped environment, we can help foster collaboration, growth, and impactful work within our community. This policy outlines the guidelines and best practices for using our facilities, ensuring a positive experience for all.

### **Meeting Space Use Guidelines and Best Practices**

#### **1. Eligibility and Permitted Use:**

- a. *Eligible Organizations:* Use of the meeting rooms is exclusively available to local 501(c)(3) or 501(c)(4) nonprofit organizations, as per California State property tax exemption guidelines.
- b. *Required Documentation:* Before booking, eligible organizations must provide CFSLOCO with a copy of their IRS determination letter and a Certificate of Insurance naming CFSLOCO as an "Additional Insured" for \$1,000,000 in organizational liability.
- c. *Permitted Activities:* Our spaces are suitable for activities such as board meetings, staff trainings, community discussions, and strategic planning sessions.
- d. *Prohibited Activities:* The meeting rooms may not be used for political activities, religious services, fundraising events, private parties, sales solicitations, or commercial purposes.

#### **2. Available Meeting Spaces**

- a. Conference Room A (The Living Room)
  - i. Approximately 486 square feet
  - ii. Equipped with tables and chairs for up to 24 people
  - iii. Can be configured in a board room meeting style, seminar style or lecture style.
  - iv. Features multiple flat screens with Zoom and Microsoft Teams integration. Users will need to log into their own accounts to access these services.
  - v. WiFi is available. Please obtain the password from Foundation Staff.
  - vi. The flat panel monitor may be utilized. If unfamiliar with HDMI screen setup, users must arrange for training in advance with Foundation staff. Users are responsible for providing their own laptops and for the setup and disconnection of all electronic devices.
- b. Conference Room B (The Dining Room)



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- i. Approximately 256 square feet
  - ii. Features one table that can accommodate up to 8 people
  - iii. Please note: The Dining Room does not have technology integration (no screens, projectors, or video conferencing capabilities). It is intended for simple table and chair meetings.
3. Hours of Operation
  - a. Meeting rooms are available during CFSLOCO's normal business hours: Monday - Friday, 9:00 a.m. to 5:00 p.m..
  - b. All meetings must conclude by 5:00 p.m., including any necessary cleanup.
  - c. CFSLOCO staff must be present in the building when a meeting room is in use.
4. Reservation requests should be filled out through our website with an anticipated 72 hour response time.  
<https://www.cfsloco.org/about-us/room-reservations/>
5. Room Setup and Supplies
  - a. Room Configuration: The Living Room furniture may be rearranged to suit your needs, but it must be returned to its original arrangement at the completion of your meeting. A diagram of the standard Living Room setup is attached to this policy for reference.
  - b. Setup/Cleanup Time: Please include adequate time for setup and cleanup when making your reservation. CFSLOCO staff are not available to assist with room setup or cleanup.
  - c. Supplies: Organizations are responsible for bringing all necessary supplies for their meetings/events, such as easels, paper, markers, copies, laptops, food, beverages, utensils, plates, and cups. CFSLOCO cannot provide bottled water, secretarial, or administrative assistance during your meeting, nor can we make copies.
  - d. Decorations: Decorations can be used, but only drafting tape can be used on the walls. No signs, working papers, or posters may be attached to the walls with tape, tacks, or other materials. Post-it style flip chart paper may be temporarily adhered to the walls.
  - e. Equipment: CFSLOCO provides tables/chairs, television, wireless remote (for use with your laptop), and WiFi access in the Living Room. It also has an option for remote login. For specific equipment needs or if you are unfamiliar with the provided equipment, please schedule an appointment to visit the facility a few days prior to your event. CFSLOCO staff will not be available during your meeting/event to provide audio-visual assistance.
  - f. Kitchen Facilities: Kitchen facilities are reserved for the sole use of Foundation staff, unless prior arrangements are made at the time of the room reservation. Use of the kitchen facilities will be determined on a case-by-case basis at the sole discretion of the CFSLOCO CEO.
6. Food, Beverages, and Alcohol:
  - a. Food and beverages are permitted in the rooms.



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- b. Organizations are responsible for making their own catering arrangements and meeting caterers upon arrival.
  - c. If serving coffee, tea, or water, you or your caterer must supply it. CFSLOCO is unable to provide these amenities.
  - d. No alcohol is allowed on the premises.
  - e. Canned heat (e.g., sterno), candles, and any open flames of any kind are not permitted.
  - f. Space for storing food and beverages is not available before or after the event. Catering materials may not be left overnight, and arrangements for pick-up must be made between your organization and the caterer.
7. Noise Levels:
- a. Meeting room users must advise participants that excessive noise can disrupt ongoing business conducted in the building, especially in the foyer where it travels throughout the building.
  - b. Please keep the interior doors to the conference room closed at all times and the volume of any audio/video system low to medium to reduce noise in the hallway and adjacent offices.
8. Parking
- a. On-site parking is limited to nine spaces (one is handicapped) on the east side of the building (nearest Nipomo Street).
  - b. Parking spaces at the rear and west side of the house are reserved for CFSLOCO staff and may not be used by outside users. Numbered spaces are for residential units behind the building.
  - c. Parking at Reis Family Mortuary is not permitted, nor is street parking on Dana Street without the proper permitting.
  - d. On-site parking before and after group meetings to conduct other business in the downtown area is not allowed
9. Damages and Liability:
- a. Organizations are financially liable for any damages to CFSLOCO property, including the facility or equipment, as well as any assessed cleaning costs.
  - b. Organizations agree to indemnify and hold harmless CFSLOCO against any injury, loss, damage, claim, or liability arising out of the organization's use of CFSLOCO facilities.
  - c. Immediately notify CFSLOCO staff if any damages occur
10. ADA Accessibility:
- a. The Barneberg House is a historic building, but our meeting spaces are accessible.
  - b. The Community Room is a street-level facility with disabled access.
  - c. Handicapped Parking spaces are available in the parking lot.



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11. General Rules:

- a. No smoking is permitted within 30 feet of the building, including all walkways and entrances.
- b. A representative of the organization using the meeting room must remain on-site during designated meeting times.
- c. CFSLOCO is not able to provide space to store supplies or personal belongings and is not responsible for personal property or equipment brought into the space. Overnight storage is not available.
- d. Any media presence at the CFSLOCO building requires advance notification to CFSLOCO staff if you are inviting or expecting members of the news media.
- e. CFSLOCO reserves the right to refuse use of the room to any group or to cancel or suspend permission to use the rooms for violations of these rules, internal scheduling needs, or in the event of an emergency or disaster.

Contact Us: For Questions or Reservations, please contact us at [info@cfsloco.org](mailto:info@cfsloco.org)

I have read and agree to abide by the policies stated herein during use of the Foundation meeting rooms.

Signature: \_\_\_\_\_

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact #: \_\_\_\_\_

Email: \_\_\_\_\_