

Community Partner FAQ

Arrival and Check In

- Upon arrival, you will check in with central security in our building's atrium. All of your guest names will be in the security system and will need to bring a photo ID to check in. They will direct you to the elevators on the 75 Arlington St side, we are located on the 3rd floor.
- If your group is more than 25 people, you will need a registration table downstairs in the building lobby. We will provide you with a table. Someone from your group will need to be at this registration table at all times per our building's security code. Once your event has begun, you may bring the table upstairs **only after** leaving a printed copy of your guest list with the security desk.

AV/Tech

- If you are in Roxbury, Dorchester, or using Mattapan (not combined with South Boston), the rooms are each equipped with Neat Boards that operate through Zoom. You will be able to wirelessly connect to the monitors by joining an existing Zoom meeting or create a new one by touching the screen. If the Neatboard is mounted to the wall and not on wheels (Roxbury), it will have a separate control panel on the table.
- If you are in South Boston by itself or combined with Mattapan, there are instructions on how to use our AV system linked [HERE](#).

Catering

We have a preferred list of caterers linked. [Please](#) let us know which catering company you order from and when to expect delivery to coordinate with our building's loading dock.

If you would like to order from somewhere not listed, you will need to obtain their Certificate of Insurance (COI) for our building. Requirements are linked [HERE](#).

Please see "Kitchen Use" for additional information on food storage.

Cost

- Our spaces are **free of charge** to use and reserve; however, if you are looking for a different room configuration outside of our standard set up, our building's facilities management can do so for a fee of \$200-\$400 depending on your needs. Please make this request **at least 2 weeks** before your event date. (See **Floorplans and Room Configurations**)

Event Timing

- Our standard operating hours are Monday through Friday between the hours of 9:30 am and 4:30 pm.
- We are no longer able to accommodate events outside of our standard operating hours. As outlined in our [Room Use Policy](#), all partner events must take place within our posted hours including set up and break down.
- Because our space is offered free of charge, adherence to this policy is a required condition of use, and we are applying it consistently moving forward.

Floorplans and Room Configurations

- Our standard floor plans for each room can be viewed [HERE](#). If you would like a different set up in your room(s) you must email events@tbf.org at least 2 weeks prior to your event date to allow time for our team to create a floorplan and submit to the building. This will result in an invoice ranging from \$200-\$400 that we will forward to you a few months after your event.

Kitchen Use

- We have a kitchen near the conference rooms equipped with a water bubbler and a fridge to place any extra food. The contents of this fridge are off limits to Community Partners, but you are allowed to consume what you place in the fridge yourself.
- If you have any leftover food, we can happily give it to our staff on-site and/or compost any food scraps in our Mill bins.
- You are able to use the cutlery, utensils, plates, napkins, cups, etc.

Parking and Directions

- [The Boston Foundation](#) is located on the 3rd floor of 75 Arlington Street, which is bordered by St. James Avenue and Stuart Street in the Back Bay, two blocks from Boylston Street and the Boston Public Garden.
- The parking garage associated with our building is available to visitors: 10 St James Parking - (75 Arlington Street Directly underneath TBF offices; Garage parking accessible at entrances on both Stuart Street and St. James Avenue) 1 hour: \$10, 1-2 hours: \$20, All day: \$40.
- We do not validate parking.

Reservations

- We offer our conference spaces to our community partners 4x per fiscal year, please keep this in mind when inquiring about space. If you make one reservation for multiple days, each day will count as one use for the fiscal year

Wifi

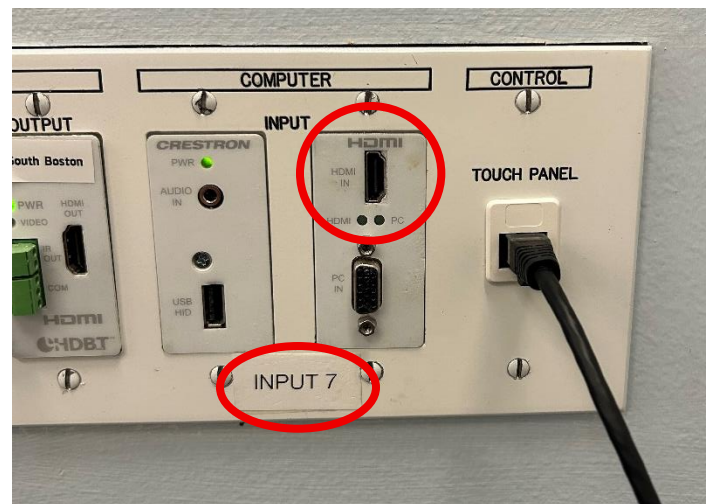
- Our guest network username is **tbfwireless** and the password is **redsox2004**.

AV Instructions

1. The touch panel to control the monitors in the Edgerly Center lives on the windowsill in South Boston.

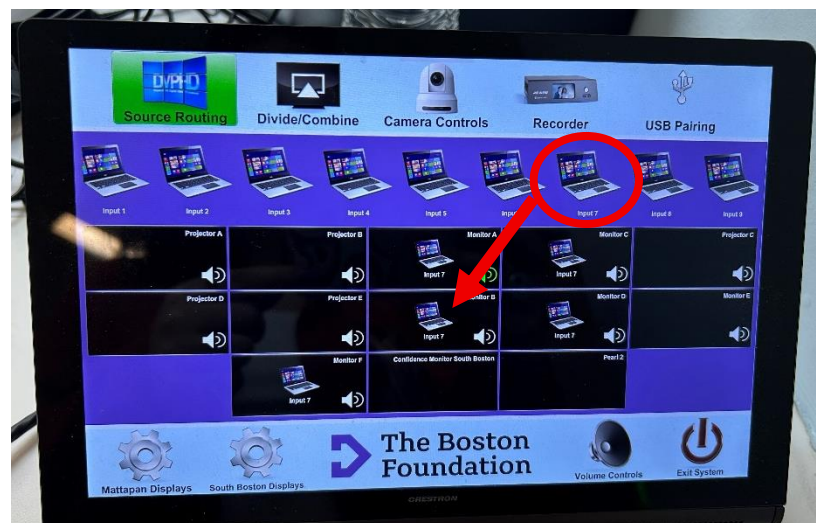


2. It should be plugged into the section labeled "Touch Panel" below the windowsill to the right.

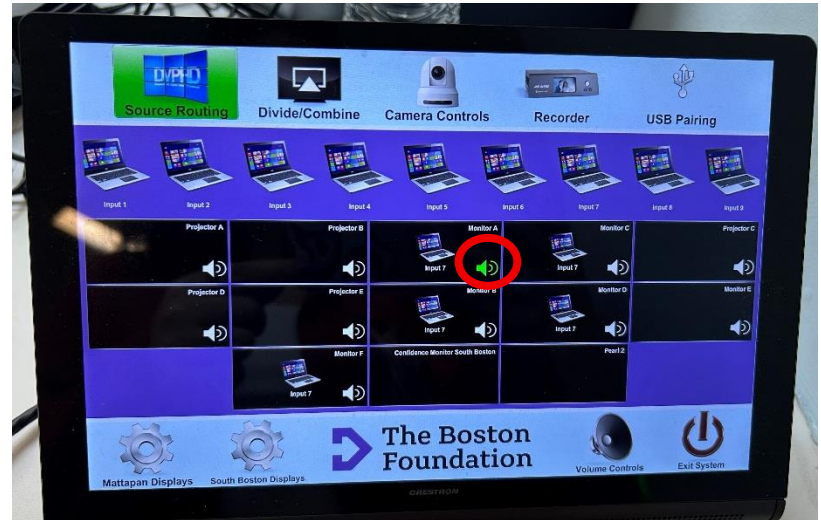


3. To connect a laptop to the system, use an HDMI cord to plug into your laptop and the other end into the HDMI port in Input 7. If you'd like to have your computer with you at the podium or somewhere else in the room, you will need to plug into another input, they are all labeled.

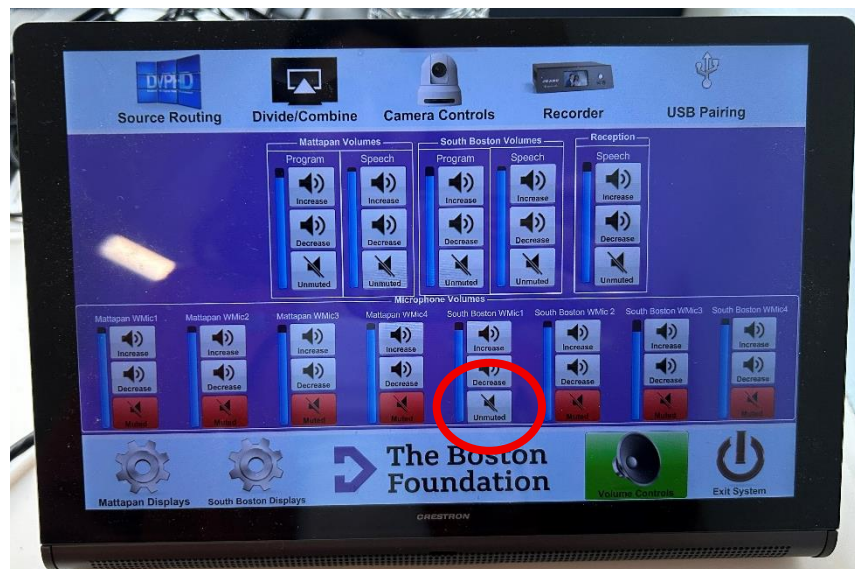
4. Once you tap the panel to start, you will open to the "Source Routing" screen. To make your screen appear on the monitors, simply drag the icon of the laptop with your corresponding input to which monitors you'd like to display on. Each monitor is labeled on the bottom right corner around the room.



5. If you are playing audio, click the sound icon on any active monitor to ensure your sound will play. On your computer, under sound settings, change your speakers to CRESTRON.



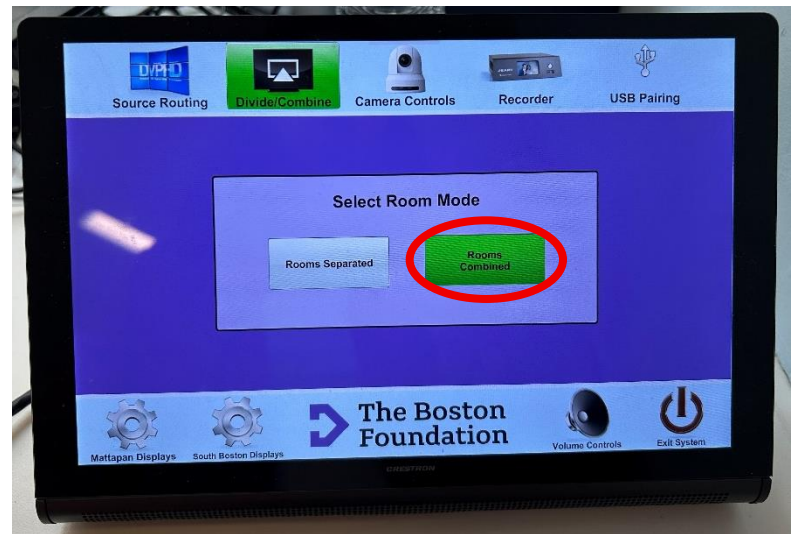
6. If you are using microphones, you can unmute them by going to the “Volume Controls” on the bottom right of the touch panel. All of the microphones are labeled. If the bottom icon is red, the microphone is muted. If it is white, the microphone is unmuted.



7. On the microphones themselves, the light should be green when you take it out of the charging dock. Please ensure all microphones are returned to their labeled charging station. Green means the microphone is powered on, to unmute it, see step 6.



8. If you are using both South Boston and Mattapan combined, click on the “Divide/Combine” tab on the top of the touch panel and select the “Rooms Combined” option. This will combine the audio for both rooms to minimize feedback on the microphones.



9. For any presentations, there is a clicker located on the tech cart. Pull out the tab on the bottom of the clicker and plug the USB into your computer. If the clicker is not there, check with Adam or Tom.



10. To shut down the system, click “Exit System” and this will turn off the monitors. Please make sure the microphones are all muted and charging in the dock.

