



Conference Room Policy for Use and Room Reservation Procedures

Policy for Use:

Eligible Organizations

Nonprofit organizations, professional associations and affiliate organizations may request to use the Boston Foundation's Conference Rooms. The Foundation may request verification of nonprofit status prior to event booking.

Frequency of Use

Each organization is eligible to use the facilities **four times** per fiscal year (July 1 – June 30).

Rooms Available for Use

The Foundation's conference room space consists of four conference rooms: Roxbury, Dorchester, Mattapan, and South Boston. Our standard configurations for each room are listed below. However, in Dorchester, Mattapan, and South Boston, with our light weight chairs and rolling tables, you are able to reconfigure each room to fit your needs. You can find examples of different room configurations, [here](#). Please see the following for each room's capacities and configurations:

Roxbury

Room Configuration: Board Room, 22 at table, extra seating along bench (up to 12)
Seating Capacity: 34

Dorchester

Room Configuration: Smaller Board Room, large table breaks apart into 7 smaller tables, 2 seats at each table
Seating Capacity: 16

Mattapan

Standard Classroom: 14 tables, 2 chairs at each table

Seating Capacity: 28

Small Squares: 7 squares (two tables together), 4 chairs at each square

Seating Capacity: 28

Large Open Rectangle: 12 rectangle tables

Seating Capacity: 26

Theatre Style: 77

South Boston

Standard Classroom: 29 tables

Seating Capacity: 58

Small Squares: 14 squares (two tables together), 4 chairs at each square

Seating Capacity: 56
Large Open Rectangle: 18 rectangle tables
Seating Capacity: 35
Theatre Style: 123

Please note that each group is responsible for the set up and reset of the conference room within their requested time frame. Please be sure to reconfigure room to its original state before leaving. In order to better serve the community organizations' guests that use our conference rooms, there is a checklist of things to remember while utilizing conference rooms at the Boston Foundation: [Host Community Organization Responsibility Checklist](#). This checklist reviews things that each organization needs to keep in mind while visiting our conference rooms.

Hours of Use

The conference rooms are available for meetings **Monday through Friday** between the hours of **9:00 a.m. and 4:30 p.m.** The meeting schedule must allow for adequate time for set up and clean up within the Foundation's regular office hours. **Please do not request to have time extended.** *[Please note: The facility is **not** available evenings, weekends or holidays.]*

Room Reservation

The Foundation will not confirm reservations until **30** days prior to the event date. Reservations will be accepted on a first-come, first serve basis. The Foundation's Operations Coordinator reserves the right to reassign your group to a different conference room, if the number of attendees is changed dramatically.

Reservation Cancellation

Room cancellation is required no less than **five working days prior to the event date**. Failure to notify the Operations Coordinator at events@tbf.org may prevent your organization from future use. The Boston Foundation reserves the right to withdraw its offer of conference room usage should an internal need supersede it. Should this situation arise, we will make every attempt to try to find you an alternate room within our facility, but cannot guarantee availability.

Food and Beverages

Food and beverages are allowed in all of the conference rooms. The Boston Foundation does **not** provide any food and beverage service. Use of the Boston Foundation servery is limited to disposal of your caterer's coffee service only. Community organizations may only use caterers on our [List of Caterers](#). When placing your catering order, please ask them to bring **two paper tablecloths for each meal, i.e. breakfast/lunch.**

Audio-Visual

The Foundation provides limited audio-visual equipment. Please discuss your needs when booking conference space.

Technology Policy for use of Conference Rooms

If your presentation or meeting requires a laptop, you must supply your own. Internet access is available through the Boston Foundation wireless network. Instructions for using the network are available from the Receptionist.

Costs

There is no rental charge for the rooms or equipment. All catering arrangements, rentals, i.e. additional tables, chairs, linens, coat racks and audio-visual equipment not provided by the Foundation and associated costs are the responsibility of the host organization. Miscellaneous stationery supplies, i.e. pads of paper, pens, pencils, flip chart paper, markers, tape, etc. must be supplied by your organization.

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

Additionally, for large events requiring a specific furniture layout, a charge may be incurred for room set-up and reset.

We also do not allow groups to charge the attendees of their event. An event held at the Foundation's space should be free of charge.

Ethical Standards

The Foundation presumes that all organizations hosting events at the Boston Foundation will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability.

Smoke-Free Building

The Boston Foundation at 75 Arlington Street is a smoke-free environment. Event attendees desiring to smoke should be directed outside to the Stuart Street entrance.

Reservation Procedures

Contact events@tbf.org to discuss your event and to check room availability. It is recommended that each host make an appointment to view the conference room most suited to their meeting, and to discuss usage policies and logistics to ensure that your meeting and the facility are a good match.