

Host Community Organization Responsibility Check-list
(Please keep these in mind when you use our space. Thank you!)

- Please provide a list of any guests attending by end of business day prior to event.
- Please reconfigure room to its original state, and cleaning up supplies before leaving.
- Please note that what you put as your end time is when everyone needs to leave the space as we book many meetings back to back.
- Please remember that the Boston Foundation does have a kitchen with a water bubbler and hot water dispenser that are free for guests to use. (Sometimes there are paper goods such as cups, plates, and napkins available to guests.) However any other additional material must be discussed with a staff member prior to the event.
- Please remember that the conference space is also part of our office space, so noise and activity levels should be controlled
- Please bring tablecloths to cover our tables if you plan to serve food.