



## **Sonora Area Foundation Large Conference Room Usage Policy**

*Maximum Room Capacity: 20; Maximum Table-Seating Capacity: 15*

1. Conference rooms may be reserved by nonprofit organizations and community groups.
2. Reservations are available **Monday through Friday from 10am to 2pm.**  
Sonora Area Foundation is closed on weekends and on most holidays.
3. There is no cost to reserve a conference room.
4. Groups requesting reservations must supply a contact name, phone number and email.
5. To minimize disruption to our staff, groups using the Large Conference Room are asked to enter the building through the gated patio which faces Stewart Street. The patio adjoins the Large Conference Room.
6. Please keep doors closed during your meeting both for your group's privacy and to keep the noise level at a minimum.
7. Please do not conduct business in the hallways, lobby, kitchen, etc., before, after or during breaks in your meeting.
8. Restrooms are available for use: From the inside the Large Conference Room, go left through the double doors to the end of the hall. A men's restroom and a women's restroom are on the right.
9. Eating and drinking in the conference rooms are permitted. Please use the coasters provided and clean up after use.
10. The kitchen is available for use. Please inform staff ahead of time if you plan to use the kitchen. Groups must provide their own food and supplies. Please clean up after use.
11. You are welcome to adjust the Large Conference Room's thermostat to your group's comfort level.
12. A projector and screen are available for use. Please inform staff ahead of time if you would like to use these devices.