



Sonora Area Foundation
Small Conference Room Usage Policy
Maximum Room Capacity: 10

1. Conference rooms may be reserved by nonprofit organizations and community groups.
2. Reservations are available **Monday through Friday from 10am to 2pm** and 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. Please keep doors closed during your meeting both for your group's privacy and to keep the noise level at a minimum.
6. Please do not conduct business in the hallways, lobby, kitchen, etc., before, after or during breaks in your meeting.
7. Restrooms are available for use: From inside the Small Conference Room, turn right as you exit then take the hallway to the left. A universal restroom is on the right.
8. Eating and drinking in the conference rooms are permitted. Please use the coasters provided and clean up after use.
9. 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.
10. Please let staff know if you would like the room temperature adjusted.