



## Facility Use Guidelines

- Priority for office space is given to 543 Howard Street staff. For that reason, requests will be limited to the use of only one room per event.
- Space is not available for weekend or holiday use.
- Our offices are open from 9:00 a.m. to 5:00 p.m. All events, including event set-up and clean-up, must occur between these hours.
- Organizations that charge attendees more than a nominal fee to attend an event in our facility will not be able to use our space for free. There is a fee of \$200 per four hours of space usage for organizations that do plan to charge attendees.
- In order to respect our downstairs neighbors, we are unable to accommodate groups that will require a high level of amplified sound or excess movement (drums, jumping, singing, yelling, excessive movement of furniture, etc.)
- Please bring any plates, utensils, plastic or glassware you'll need on the day(s) of your event. Caterers are usually able to bring any of the above items when they deliver your food. **Please note:** *If you do bring food and/or drinks, you are responsible for cleaning up after your gathering is over.*
- Our kitchen food and beverages are ordered in limited supply and are for our staff/employees only. Please refrain from taking food and supplies from the kitchen.
- You are welcome to rearrange the furniture to your liking at the beginning of your meeting. Please return furniture to its original arrangement at the conclusion of your meeting.
- All of our meeting rooms are equipped with outlets, wireless internet (open wireless network access is available using the network "KEI-Guest"), and whiteboards and dry erase markers for your convenience.
- Please make sure to check in with the Director of Assistance & Advising when you arrive and before you leave.
- We are a very environmentally-focused office. You will notice several different bins for recycling and composting. Please be sure to discard your waste accordingly.
- If you have food and drink leftover that you would like to leave here, it can be placed in one of the glass refrigerators.
- Please note that the Kapor Center is a dog-friendly work environment.
- Changes relating to technology support for your facility use request **must** be received by the Director of Assistance & Advising at least **three days prior** to your event in order to be accommodated.