



SOUTHWEST INITIATIVE
FOUNDATION
A Rural Minnesota Community Foundation

Conference Room Guidelines

The Southwest Initiative Foundation (SWIF) looks forward to providing a meeting space for your group. To continue our ability to offer the space at no charge, we request that you adhere to the following guidelines when using the Foundation's conference room, because we do not have staff available to set up, rearrange, or clean the conference room.

Please review the items listed below and indicate your agreement by signing and returning one copy to our office. The SWIF determines which groups may use our conference room on a case-by-case basis. If you have any questions, please feel free to contact Jessica Eastling at 320-587-4848 or jessicae@swifoundation.org. Thank you for your cooperation.

1. Arrangement of tables, chairs, and equipment in the room for your meeting is the responsibility of each group.
2. Each group must make its own arrangements for food, if desired.
3. The cost for beverages is as follows:
Coffee – \$1.50 per small pot (approximately 6 cups) or \$4.50 per air pot (approximately 28 cups). Coffee cups are provided at no charge.
Soda – 50 cents per can
Water – Free
*** Please indicate your needs on page 2.**
4. Technology Needs (available at no charge):
White Screen
LCD projector
DVD/VCR combo
Cable Television
High Speed Internet
Wireless Internet Access
Microsoft Office Package, including PowerPoint
Audio telephone conference calling for up to six parties (long-distance set up and charges are the responsibility of each group)
Overhead Projector
*** Please indicate your needs on page 2.**
5. Conference room furniture is to be returned to its original location in the room and left in the same clean condition in which it was found. *Lights off.
6. Our facility is tobacco free.

Southwest Initiative Foundation Conference Room Agreement

Please use one form per function. Final numbers for beverages can be changed with a 24-hour notice. Reservations can be made up to two weeks in advance based on availability.

I agree to the terms and conditions related to the use of the SWIF conference room.

Name of Organization

Date

Billing Address

Telephone Number

City, State & Zip Code

E-Mail Address

Signature

Contact Person (please print)

Date of Function _____

of People _____
(Chairs available 28)

Name of Function _____

Foundation hours are from 8:00 am to 4:30 pm. Monday through Friday. *No Weekends.

Please schedule your function allowing for setup and clean up.

Time of Function: **Start** _____ **End** _____

We are requesting the following beverages from the SWIF and will be billed accordingly:

____ Pots of Coffee ____ Air pots of Coffee ____ Cans of Soda ____ Water Cups

Other Needs (please specify)

Return completed form to:

Jessica Eastling

Southwest Initiative Foundation

15 3rd Ave. NW

Hutchinson, MN 55350

Phone: 1-800-594-9480

Fax: (320) 587-3838