



SOUTHWEST INITIATIVE
FOUNDATION

Conference Room Guidelines

We look 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 conference room.

Please review the items listed below and indicate your agreement by signing and returning one copy to our office. SWIF team will determine which groups may use our conference room on a case-by-case basis. If you have any questions or concerns, you can reach out to us at 320-587-4848 or info@swifoundation.org. Thank you for your cooperation.

- Doors will be open for 30 minutes to give time for your guests to arrive, then will be kept locked afterward for security reasons.
- Arranging tables, chairs, and equipment in the room for your meeting is the responsibility of each group.
- The lobby area, including furniture, is available for smaller groups or break-out sessions.
- Technology available includes:
 - White screen
 - LCD projector
 - High speed internet
 - Television
 - Wireless internet access
 - microphones
- Our facilities include ADA accommodation, family/multigender restroom and a well-being room. Our facility is tobacco free.
- Please return the conference room furniture to its original location in the room and leave it in the same clean condition in which it was found.
- Each group is responsible for its own food and beverage arrangements.
- Our parking lot is available to use, and 3rd Avenue Street can be used for overflow parking.
- Please turn the conference room lights and technology off when you leave.



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Southwest Initiative Foundation Conference Room Agreement

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

Name of Organization

Today's Date

Street Address

Telephone Number

City, State & Zip Code

E-Mail Address

Signature

Contact Person (please print)

Reservations can be made up to two weeks in advance based on availability.

Date of Function _____

of People _____
(Chairs available 25)

Name of Function _____

Foundation hours are from 8:30 am to 4:30 pm. Monday through Friday.

* **No Weekends.**

* **Memorial Day through Labor Day** the office closes at 2:30 p.m. on Fridays.

Please schedule your meeting to allow time for setup and clean up.

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

Other Needs (please specify):

Please give us a call or email at info@swifoundation.org for any changes or cancelations.

Return completed form to:

Southwest Initiative Foundation
15 3rd Avenue NW
Hutchinson, MN 55350

Phone: (800) 594-9480

Fax: (320) 587-3838

Email: info@swifoundation.org