



Daniels Fund Meeting Space

Meeting space offered free of charge to nonprofit organizations and public entities



The Daniels Fund offers Meeting Space at no charge to 501(c)(3) nonprofit organizations whose activities benefit the citizens of Colorado, New Mexico, Utah, or Wyoming, as well as public entities operating in these states.

Our comfortable environment will contribute to the productivity of your meetings and training sessions. Meeting rooms are available in a variety of sizes and configurations. Complimentary dedicated on-site parking is provided for our Meeting Space guests.



General Information



An accessible ramp is located on the east side of the building on Monroe Street.



Restrooms accessible to all guests are located on the first floor.

- We ask Meeting Space guests to enter and exit only through the main entrance.
- For evening meetings, please assign someone to greet your arriving guests and direct them to your meeting room.
- In consideration of Daniels Fund staff and other guests, we ask that you remain in your assigned room whenever possible.
- Organizations should not charge attendees for any aspect of the meeting (other than for catering).
- Vending machines are located near the catering kitchen.
- An automated external defibrillator (AED) is located in the catering kitchen.



How to Reserve Meeting Space

- To reserve meeting space, complete our online Meeting Space Request Form at DanielsFund.org/MeetingSpace/Schedule.
- Meeting Space may be requested up to 4 months in advance.
- Reservation requests are considered in the order received.
- A single event may not exceed 3 consecutive days, and we may limit the total number of meetings for an organization within a given time frame.

To schedule a tour of the Daniels Fund Meeting Space, please call 303.393.7220 or email MeetingSpace@DanielsFund.org



How to Cancel a Reservation

To cancel a reservation, email MeetingSpace@DanielsFund.org and provide your name, the name of the organization, and the meeting date(s) to be cancelled.

Please send a cancellation at least 10 business days prior to the meeting. This allows us to offer the space to other organizations.

We understand that severe weather or other urgent situations may cause cancellations with less advance notice.



Hours of Operation

Monday – Thursday
7:30 AM – 8:30 PM

Friday
7:30 AM – 4:30 PM

Saturday, Sunday & Holidays
Closed



Catering

For meals or other food for your meeting, please use an approved caterer (visit DanielsFund.org/MeetingSpace/Catering for the list).

Organizations are welcome to bring snacks that are store-bought (nothing homemade) and do not require heating or refrigeration. Please provide plates and utensils for snacks that you bring.

Complimentary bottled water is provided.



Internet Access

- Internet access is available in meeting rooms via our wireless guest network.
- Internet access is limited to standard websites (not permitted: custom ports, custom services, or VPNs).
- Only laptops, tablets, and phones may be connected to our wireless network. Wired or wireless hubs, switches, routers, etc. may not be connected.
- Technical assistance is limited to establishing internet connectivity between your device and our WiFi network, and connectivity is not guaranteed.



Audio/Visual

- Meeting rooms offer projectors and projection screens for presentations from your device capable of HDMI or VGA output (please bring any needed adapters).
- The meeting room speakers can be used to play audio from your device via HDMI or standard headphone audio output.
- Conference telephones are available upon request.
- Technical assistance is limited to establishing A/V output from your device, and we cannot guarantee video or audio output from your device.



Set-up and Clean-up

Organizations are responsible for the set-up and clean-up of meeting rooms they use. Please leave the room clean and return tables and chairs to the standard layout posted in each room. The Meeting Coordinator should notify the Receptionist as the group departs. Organizations may be asked to reimburse the Daniels Fund for damage they cause to facilities, furniture, or equipment.

Please place trash, recycling, and food waste in the appropriate bins in your room. At the conclusion of your meeting, please move bags of trash and recycling to the larger bins in the catering kitchen.



Parking Information

Our guest parking lot is on the corner of 1st Avenue and Madison Street, immediately to the west of our building. Enter from Madison Street. Parking is complimentary. The gate will open automatically upon entry or exit, and no code is needed.

The Daniels Fund is located in a residential neighborhood. Please help us be a good neighbor by ensuring your guests park in our parking lot rather than on residential streets.



Underground accessible parking is available upon request.



Bicycle parking is available at the southeast corner of our parking lot.



Organizations using our Meeting Space may not hold media conferences or make public announcements at the Daniels Fund.

Please notify the Daniels Fund in advance about any potential media interest in your activities while using our Meeting Space.

Providing use of our Meeting Space does not constitute an endorsement of visiting organizations or their activities.

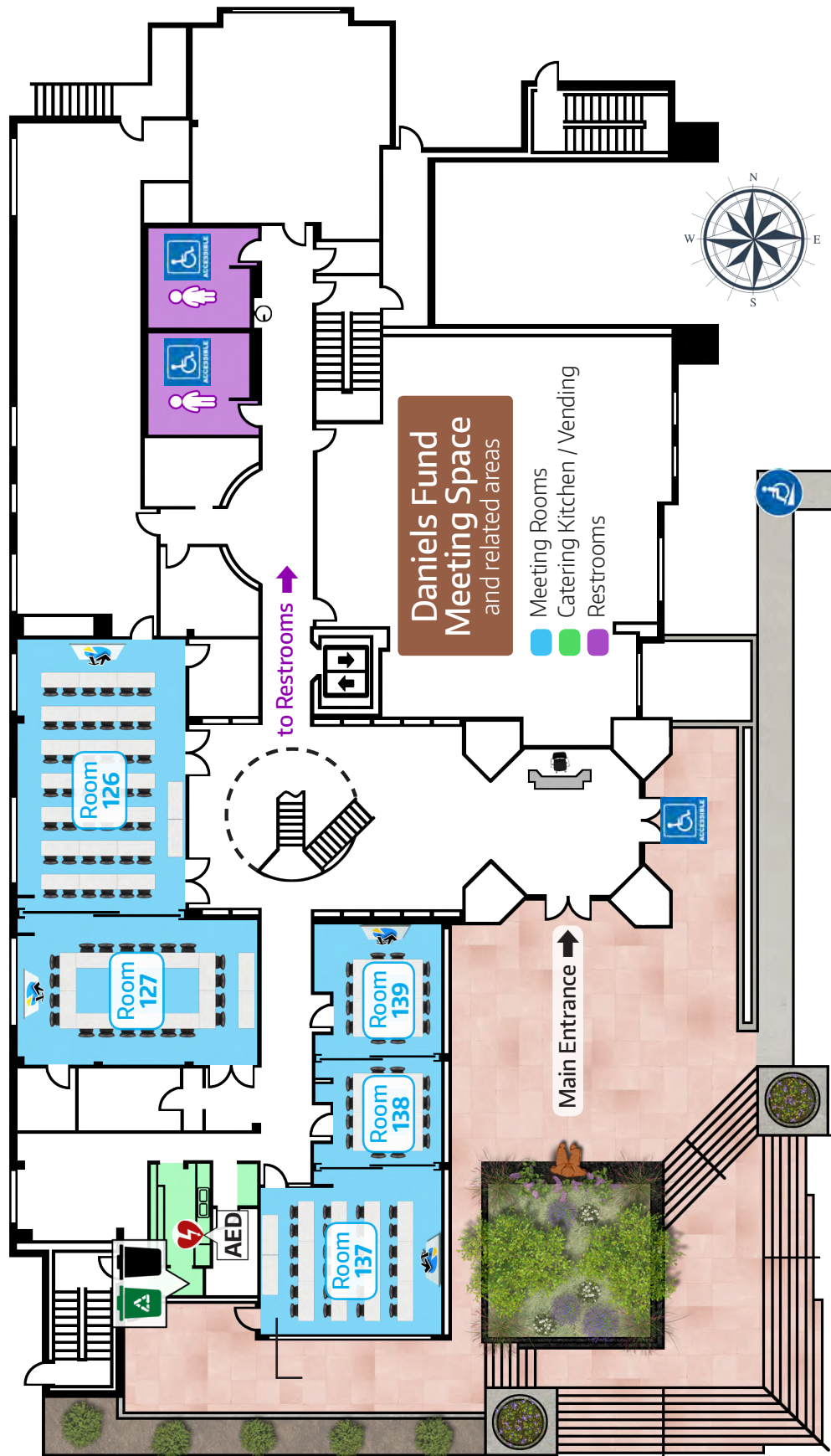


DANIELS FUND

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Denver, Colorado 80206

303.393.7220 ■ 877.791.4726 TOLL FREE

DanielsFund.org



← to Guest Parking Lot