



DANIELS FUND



# 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.

We strive to offer a comfortable environment that contributes to the productivity of meetings and training sessions. Meeting rooms are available in a variety of sizes and configurations. Complimentary dedicated on-site parking is provided for 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 are not permitted to 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, please complete our online Meeting Space Request Form at [DanielsFund.org/Meeting-Space](https://DanielsFund.org/Meeting-Space)
- 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](mailto:MeetingSpace@DanielsFund.org)



## How to Cancel a Reservation

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

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 – 9:00 PM

**Friday**  
7:30 AM – 4:30 PM

**Saturday, Sunday & Holidays**  
Closed



## Audio/Visual

- Meeting rooms are equipped with projectors and projection screens for presentations from laptops or tablets (please bring adapters required for HDMI or VGA video output from your device).
- The meeting room speakers can be used to play audio from your laptop or tablet (via HDMI or standard headphone audio).
- Conference telephones are available.



## 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 and tablets 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 and audio/visual output from your laptop or tablet.
- Please note that internet and audio/visual connectivity from your laptop or tablet is not guaranteed, and we cannot perform additional troubleshooting.



## Catering

If your meeting plans include a meal, please use an approved caterer (see **Catering Options** at [DanielsFund.org/Meeting-Space](http://DanielsFund.org/Meeting-Space)). Organizations are welcome to bring coffee, soft drinks, and snacks such as pastries, bagels, cookies, and fruit. Other outside food (purchased or homemade) is not permitted.

Complimentary bottled water is provided.



## Set-up and Clean-up

Organizations are responsible for the set-up and clean-up of the meeting rooms they use. Please leave the room clean and return tables and chairs to the standard layout. After the meeting and prior to departing, notify the Receptionist. 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, and not 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.

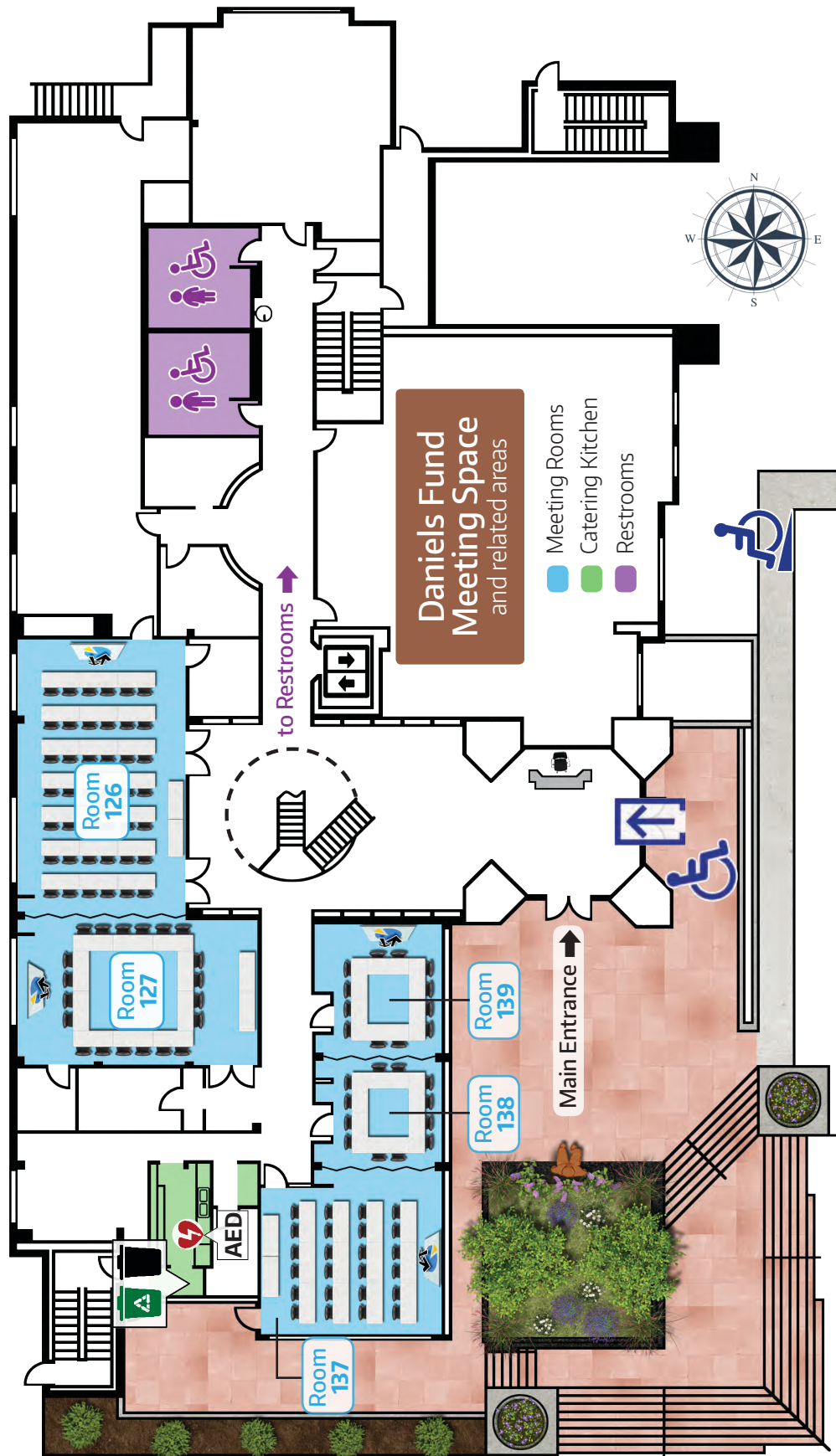


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101 Monroe Street  
Denver, Colorado 80206

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DanielsFund.org



← to Guest Parking Lot