

## IEHP Foundation Event and Meeting Space Requests

IEHP Foundation offers meeting and event space for nonprofit organizations for business-related meetings, seminars, and convenings located within IEHP's Center for Learning Innovation in Rancho Cucamonga, CA.

The event space is available at no-cost for the following organizations:

- Inland Empire-based nonprofits that are exempt under Section 501(c)(3) of the Internal Revenue Code.
- Independent, sponsored projects of a Section 501(c)(3) nonprofit organization acting as a fiscal sponsor.

The Foundation **cannot host** the following types of events:

- Organizations that do not align with IEHP Foundation's mission, vision and values.
- Events related to lobbying, political campaigns, or electoral/partisan activities.
- Commercial events with any profit-making activities.
- Large fundraising events such as galas.
- Non-charitable/private events such as weddings and holiday/birthday parties.
- Events with more than 120 attendees.

As a host, the Foundation can provide event/meeting space, tables, chairs, parking, audiovisual needs and possibly catering (if requested and approved) for the event.

To request a meeting or event space, please complete the following form and submit it to [hello@iehpfoundation.org](mailto:hello@iehpfoundation.org). Please allow at least 3 business days for Foundation staff to respond to your request.

Due to demand, it is recommended that requests for space be submitted as far ahead as possible. **A minimum of 16 weeks' notice is required.**

Please note that event space is available via request only, Monday – Friday, 9 am – 5 pm and not available evenings, weekends or major holidays.

Event organizers can request meeting space up to four times each calendar year.

**Event Guidelines** - *All event organizers are asked to adhere to the following guidelines:*

- Submit a final list of attendees (first and last names) at least 5 business days in advance.
- Provide a fully executed waiver of liability prior to the event taking place. Most events will also require a \$1 million **Certificate of Insurance (COI)** to be provided for the duration of the event.
- All event organizers will be provided at least one hour of designated set-up time prior to the event start time and one hour of breakdown after the conclusion of the event.
- All attendees must wear their assigned visitor badge throughout the duration of the event and while inside the building, including hallways, corridors and elevators.
- Alcohol is prohibited from being served or consumed on the IEHP campus including the Learning and Innovation Center for any purposes, regardless of the event.
- All external guests must be at least 18 years of age or older. Due to liability concerns, no one can bring a guest under the age of 18 with them to the event.
- Your organization is more than welcome to mention IEHP Foundation is hosting your event in marketing and promotional materials, we kindly ask that you follow these brand guidelines:
  - IEHP Foundation logo is clear, not cropped and allows for specific clear space around all sides.
  - Tag the appropriate account in social media content @IEHPFoundation.



## IEHP Foundation Event Hosting Request Form

Organization and Event Name

Event Organizer Contact Name

Event Organizer Contact Email and Phone Number

Organization's Address

Date and Time

**Purpose** *(The event has to align with IEHP Foundation's mission, vision and values and be centered around health, community and/or philanthropy.)*

Number of Attendees

Audiovisual Needs (Microphone, sound/speakers, screen, etc.)

Will the event require catering? If so, please provide details including number of guests, dietary restrictions, etc.

Indicate preferred layout, Diamond, Conference, Classroom or U-shape. Please see following page for examples.

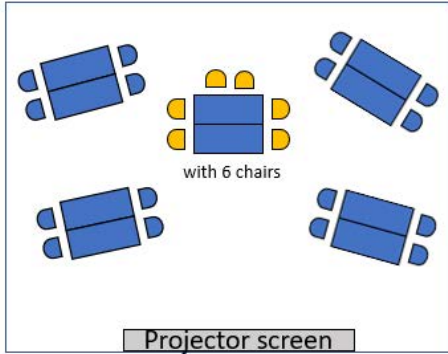
*All requests are subject to approval by IEHP.*

*IEHP Foundation has the right to rescind its offer to host an event at any time.*

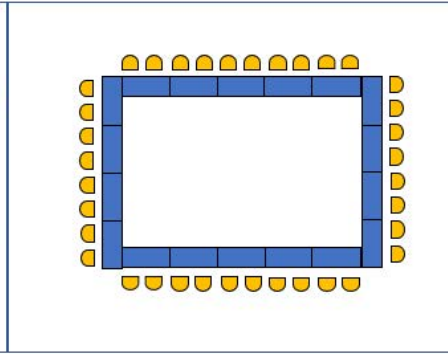
*All events hosted by IEHP Foundation must adhere to IEHP's event policy and procedures.*

*Updated February 2024*

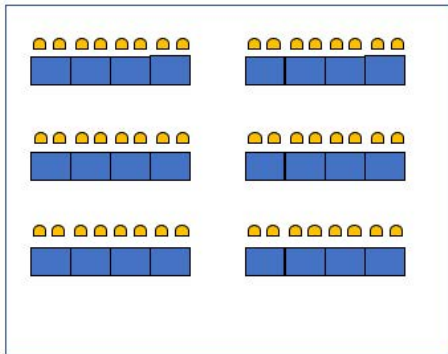
Diamond Style



Conference Style



Classroom Style



U-Shape

