

## 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.
- Multiple day events.

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 – 4 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's Name**

**Organization's Address**

**Event Organizer Contact Name**

**Event Contact Email**

**Event Contact Phone Number**

**Date**

**Event Start Time** *(We provide up to one hour for set-up before the event.)*

**Event End Time** *(We provide up to one hour for break down after the event.)*

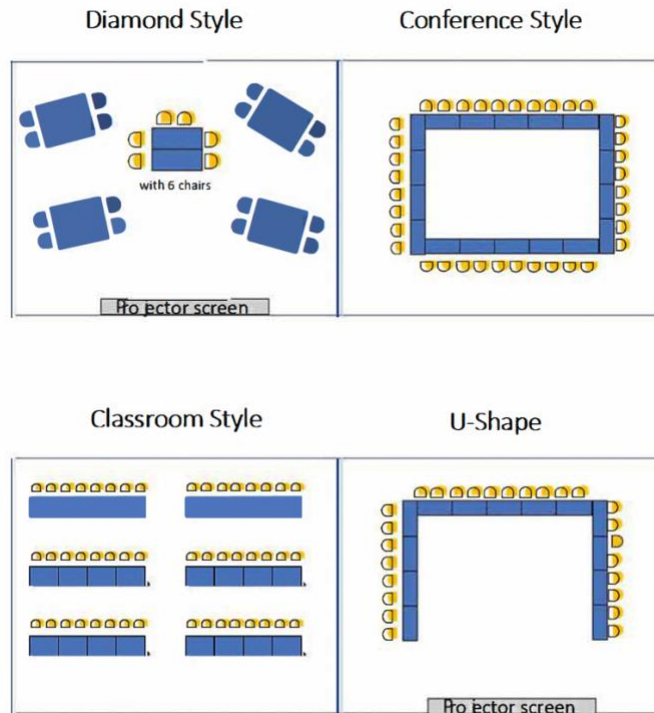
**Purpose of the Event** *(Must align with IEHP Foundation values and focused on community, capacity building and/or health.)*

**Estimated Number of Attendees**

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

**Will the event require catering? If so, please provide details including number of guests and dietary restrictions? (If catering is available, the Foundation will only cover the cost of one type of meal – i.e. lunch or breakfast.)**

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



*All requests are subject to approval by IEHP.  
All events hosted by IEHP Foundation must adhere to IEHP's event policy and procedures.  
Updated September 2024.*