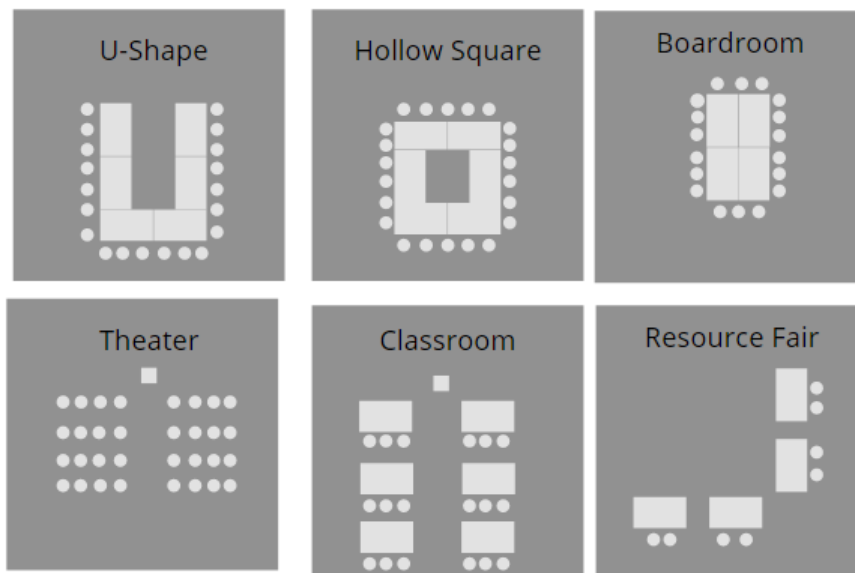




Room Reservations

Space	Capacity by Setup	Equipment	Rates
Vault Conference Room Main Floor	Board Room: 6	N/A	Nonprofit: \$0 Nonprofit with Setup: N/A Public: \$10/Hour
Glass Conference Room Main Floor	Board Room: 16 U-Shape: 12	65" wireless monitor*, video conferencing	Nonprofit: \$0 Nonprofit with Setup: N/A Public: \$20/Hour
Boardroom Lower Level	Board Room: 12	N/A	Nonprofit: \$0 Nonprofit with Setup: N/A Public: \$20/Hour
Rummells Conference Center Lower Level	Board Room: 44 U-Shape: Classroom: Theater: Resource Fair: Hollow Square:	2x 65", 1x 86" wireless monitors*, video conferencing, tables and seating for 44	Nonprofit: \$0 Nonprofit with Setup: N/A Public: \$50/Hour
Gallery Main Floor	Board Room: 64 Resource Fair Rounds	8x 6' diam. rounds w/64 folding chairs	Nonprofit: \$0 Nonprofit with Setup: N/A Public: \$50/Hour

Setups Defined:



Rental equipment

The Hoover Presidential Foundation has limited equipment, and training is by appointment in advance of your event. We do not offer tablecloths or chair covers. Folding chairs do not all match. We recommend Aero Rental for any additional equipment needed for your event.

Guidelines and Regulations

1. You are invited and encouraged to inspect and/or train on the equipment provided and measure the meeting space before your event.
2. You may arrange tables as needed but all spaces must be returned to their default setups at the end of event.
3. Blue painters' tape is the only approved method to attach decorations. Tacks, push pins, and staples are not allowed.
4. Open flames are not permitted.
5. All decorations must be removed entirely from the space after the completion of the event. Labor charges for clean-up will be assessed where applicable.
6. Damage fees will be applied as necessary.
7. The use of glitter or confetti is prohibited.
8. No alcohol is permitted on the premises unless approved by the President & CEO.
9. Foundation staff may not be onsite for reservations that take place outside of foundation normal operating hours. If this is the case, it is the responsibility of the renting party to complete all lock-up instructions. Failure to do so may result in applicable fees and/or meeting room privileges being revoked.