

BoardSource®

Empowering Boards. Inspiring Leadership.



Conference Room Rental Information

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Thank you for considering BoardSource for your meeting/conference needs! With a prime downtown D.C. location, and the latest in conferencing tools and technology, we're confident of our ability to exceed your meeting needs and expectations.

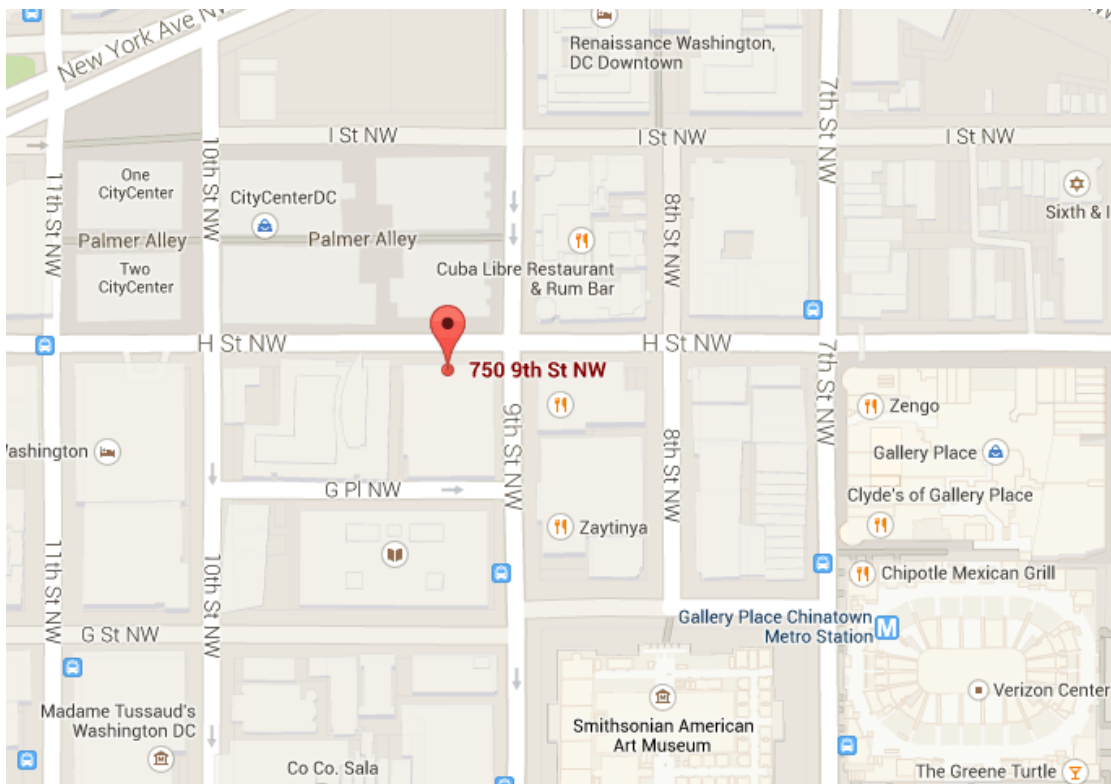
Included in this packet are our policies and procedures, as well as detailed information about our space and pricing. If you have any questions about our conference room rentals, do not hesitate to contact Rubi Ali at 202-349-2514 or via email at Rubi.Ali@boardsource.org.

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Location and Accessibility:

Our office is located at 750 9th Street NW, Suite 650, Washington, D.C 20001.



We are a short walk from the Gallery Place Metro Station, which is on the Red Line, as well as the Metro Center Station, which is on the Blue, Orange, Red, and Silver Lines. While the Metro is the most convenient and recommended transportation for this area, there is off-street parking available as well as several public parking garages nearby, including the Verizon Center Parking Garage on 6th Street.

Building and Amenities:

The Victor Building is open from 8:00 am- 6:00 pm, Monday through Friday. BoardSource office hours are between 9:00 am and 5:00 pm, Monday through Friday. Events must be held during business hours, however setup/takedown can be arranged before or after (provided the building is open.) A list of attendees (as well as any catering services being used) must be provided to BoardSource at least 48 hours prior to the meeting and all attendees must check in on the day of the meeting with a photo ID at the building's main security desk, which is located in the building's lobby.

Food and non-alcoholic beverages are permitted, however BoardSource does not provide any catering services or assistance, and the client is responsible for returning the room to a clean state. Access to a small kitchen can be provided upon request. All of our conference rooms are equipped with Wi-Fi access, teleconferencing capabilities (\$50 fee), a computer, and a large whiteboard.

Spaces Available for Rent:

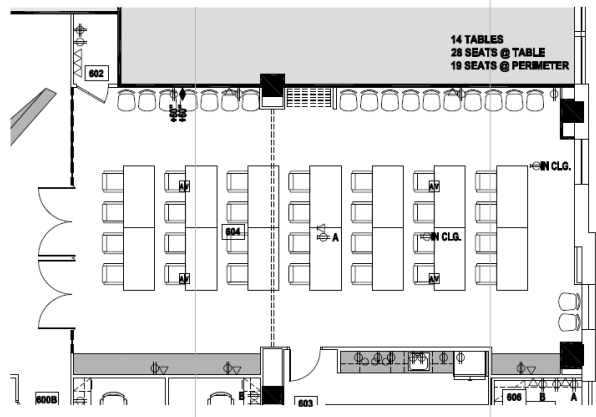
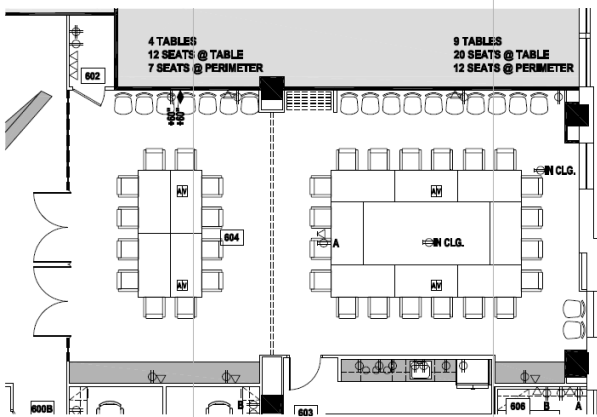
BoardSource can accommodate meetings ranging in size from six to 40 attendees (depending on the configuration). The standard configurations are as pictured. See below for details about each individual room, including capacities and configurations, and equipment provided:

<u>Space</u>	<u>Capacity</u>	<u>Equipment</u>	<u>Other</u>	<u>Ideal for...</u>
Large Conference Room A+B	30-40	Wi-Fi, projector, computer, full-wall whiteboards, easel, wireless microphones, conference line, access to a small kitchen	This room can be separated into two smaller rooms by a folding wall. There is a \$50 fee for use of teleconferencing technology, and \$100 set up fee for any configurations other than the standard.	Board meetings, training sessions, or classroom style lectures
Large Conference Room B	20-32			
Large Conference Room A	12-19			
Medium Conference Room	10	Wi-Fi, T.V. monitor, computer, whiteboard, easel, conference line	There is a \$50 fee for use of teleconferencing technology.	Committee meetings, team meetings
Small Conference Room	6	Wi-Fi, T.V. monitor, computer, whiteboard, easel, conference line	There is a \$50 fee for use of teleconferencing technology.	Small team meetings, interviews

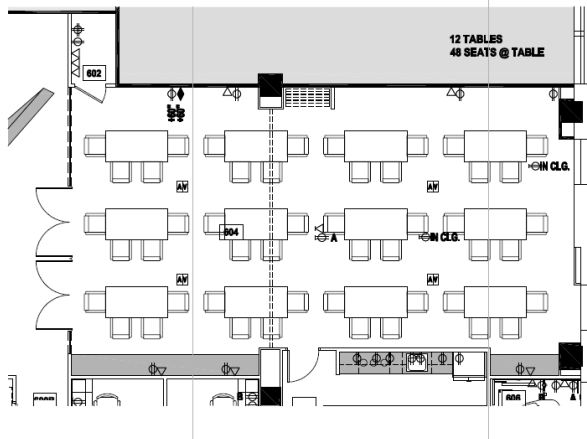
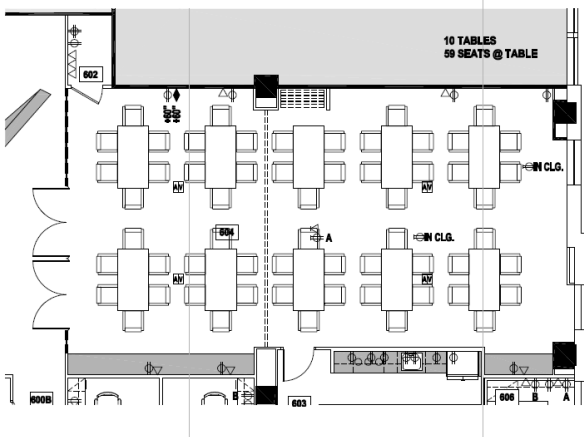
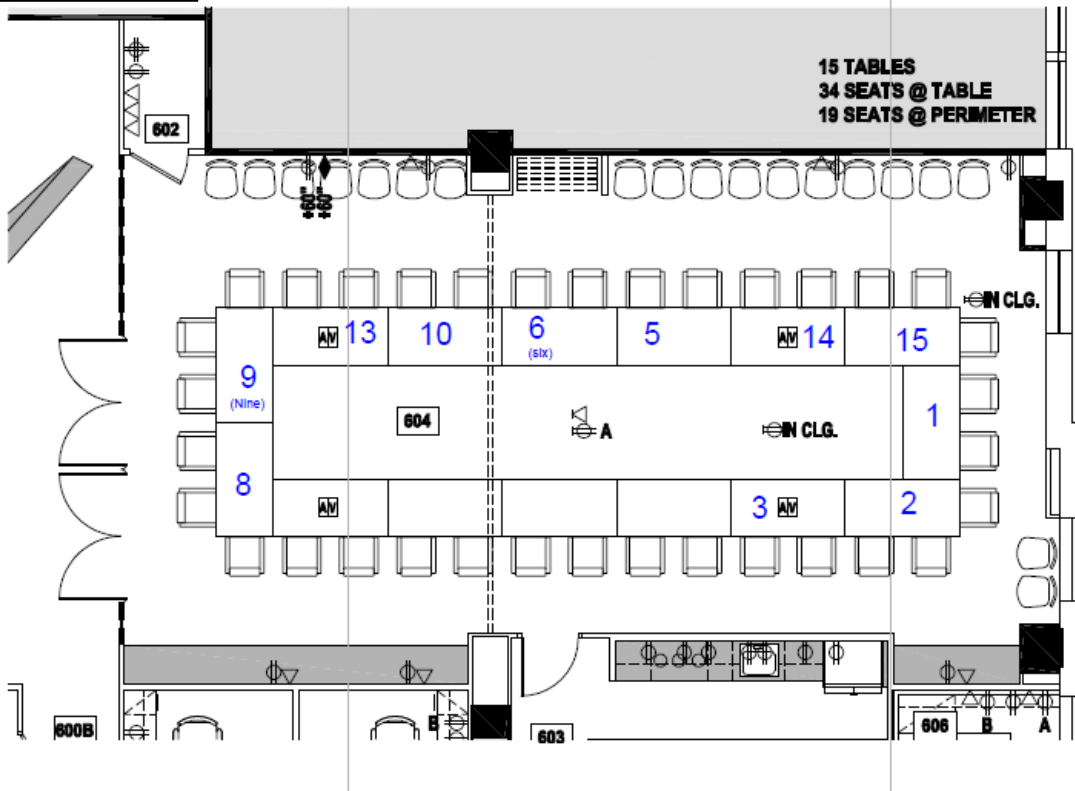
Pictures and Layouts

Large Conference Room





Standard Configuration



*These are just a few sample layouts for the large conference room. As mentioned previously, the standard configuration is boardroom style (as pictured). Alternate configurations may be arranged for a \$100 setup fee.

Medium Conference Room



Small Conference Room



Rental Rates:

<u>Space</u>	<u>Capacity</u>	<u>Hourly rate (min. 4 hours)</u>		<u>Full Day Rate (8 hours)</u>	
		Standard Rate	Organizational Member	Standard Rate	Organizational Member
Large Conference Room A+B	30-40	\$100/hr	\$80/hr	\$800	\$640
Large Conference Room B	20-32	\$85/hr	\$65/hr	\$680	\$520
Large Conference Room A	12-19	\$80/hr	\$60/hr	\$640	\$480
Medium Conference Room	10	\$65/hr	\$50/hr	\$520	\$400
Small Conference Room	6	\$50/hr	\$40/hr	\$400	\$320

Please note that there is an additional **\$50 fee** to use the teleconferencing technology (telephone and wireless mics.) There is no additional fee associated with using the computers, monitors, or projector. In addition, if you want a configuration other than the standard (see page 5) in the Large Conference Room, there will be a **\$100 set-up fee**.

BoardSource Policies:

Confirmation:

To book a conference room, you must complete an application (see below). BoardSource will review the application and determine if we can accommodate your meeting. If we are able to, we will email you a contract. You must return a completed contract, along with a 50% deposit, at least three weeks prior to the event. BoardSource will book the space at that time and confirm the reservation via fax or email. Full payment is due 48 hours prior to the event date.

Cancellation Policies:

Any request to cancel conference room reservations must be received, in writing, within the following timeframes.

- Large conference room (A + B) — 10 business days' notice
- Large conference room A or B — 5 business days' notice
- Medium and small conference rooms — 5 business days' notice

If the renting organization does not provide adequate notice, it will be charged the full room fee. If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

Use of Equipment and Room Damage Policies:

The conference room(s) used must be returned to their original condition, including the disposal of any trash or other materials. Access is restricted to the conference room area rented for that

purpose. Neither individuals nor meeting materials may be set up in hallway space. Food and non-alcoholic beverages are permitted. The renting organization is responsible for ordering and receiving any catering orders, and also responsible for clean-up.

Use of the phones, desks, or any other BoardSource items outside of the rental space is prohibited.

BoardSource asks that the renting organization designate one person to manage all communications and arrangements for the rental and that he or she be on site throughout the rental period. BoardSource reserves the right to assess a fee if the conference room or the office is damaged or not returned to its original condition.

Renters may bring their own laptops, however please note that outside laptops may not be connected to our projectors or monitors. If you plan on having digital presentation materials, please bring them in the form of a thumb drive or have them accessible via email.

Security and Building Access Policies:

BoardSource office hours are between 9:00 am and 5:00 pm, Monday through Friday. Events must be held during business hours. Setup/takedown can be arranged for 30 minutes before or after the event. All attendees must check in at the Victor Building's main security desk in the building lobby with a photo ID the day of the meeting. If you are expecting a foreign dignitary, politician, or other public figure, please notify BoardSource if she/he will be accompanied by security personnel as they will need to be on the roster as well. A tour of the conference rooms can be arranged in advance upon request.

BoardSource reserves the right to decline rentals and to alter its policies or rates at any time.

How to Apply for a Rental:

Interested applicants should complete a [Meeting Specification Form](#) and email it to Rubi Ali at Rubi.Ali@boardsource.org, or fax it to 202-349-2599. Please be sure to include as much detail about your meeting as possible, including a primary meeting contact person. If we are able to accommodate your meeting, we will email you a contract and hold the date on our calendar. You must return a completed contract, along with a 50% deposit, at least 3 weeks prior to the event. We will send you a confirmation letter via fax or email at that time. Full payment is due 48 hours prior to the event date.

If you have any questions about renting a conference room here at BoardSource, feel contact reach Rubi Ali, via email (Rubi.Ali@boardsource.org) or phone (202-349-2514); she will be happy to answer your questions.