

This is Form 1 of 3 to be submitted

Please note: Entire form must be completed for consideration

Name of Meeting: _____

Description of Meeting: _____

Name of Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name & Title: _____

Phone Number: () _____ - _____ E-mail: _____

Are you a: Nonprofit For Profit Government Agency Other: _____

Do you have an IRS Federal Determination number? Yes: _____ - _____ No

(Government agencies exempt)

Do you have a State Tax ID number? Yes: _____ - _____ No

Are you charging for your meeting (other than catering)? Yes No

Meeting Information

Requested Date(s): _____

Meeting Start Time: ____:____ AM PM

Set Up Time: 30 minutes 60 minutes

Meeting End Time: ____:____ AM PM

Clean Up Time: 30 minutes 60 minutes

Number of Attendees: _____


Catered? Yes No Caterer's Name (select from list on website): _____

(Please be present for your caterer's delivery)

Media Coverage: Nonprofit organizations should not hold media conferences at the Daniels Fund. Please notify the Daniels Fund Communications Department in advance of any potential media coverage of activities taking place in our meeting space. Use of the meeting space does not constitute an endorsement by the Daniels Fund of any organization.

Special requests/notes: _____

Please indicate if you will have need for any of the following:

- Bottled Water
- LCD Projector *
- Podium
- VCR or DVD (circle)
- Easel & Flipchart
- Pens & Pads of Paper
- Telephone
-  parking

* Our projectors use standard VGA input, and we can supply Mac adapters. Our laptops only support USB and CD media. We are unable to provide any other types of adapters or mechanisms to connect other interfaces. **If you have questions about networking, hardware use, or connectivity, please inquire as far in advance as possible.**

PLEASE BE SURE YOU RECEIVE AN E-MAIL CONFIRMATION — Within 24 hours after your form is received, you will receive an e-mail either confirming your booking or informing you that we did not have available space. The e-mail confirmation is the only indication that your request has been booked. If you do not receive this e-mail, please contact the Operations Associate at meetingspace@danielsfund.org.

This is Form 2 of 3 to be submitted



Acknowledgement Form

101 Monroe Street • Denver, Colorado 80206 • (303) 393-7220

Please sign and date below to acknowledge your understanding of, and compliance with, the procedures and conditions of the Daniels Fund Meeting Space as stated in our guidelines.

By signing this document, _____
(Insert Legal Name of Organization)

irrevocably and unconditionally agrees to defend, indemnify, and hold harmless the Daniels Fund and each of its officers, directors, associates, and agents, from and against any and all claims, liabilities, losses, and expenses arising from, or in connection with, any act or omission associated with use of the Daniels Fund Meeting Space and meeting rooms. I understand and acknowledge that I may be liable for cancellation, cleaning, and/or damage fee(s).


Signature of Authorized Organization Representative

Date

Printed Name and Title of Authorized Organization Representative

Please be sure any representative(s) attending the event other than the person signing this form is fully aware of all guidelines related to Daniels Fund Meeting Space usage.

No residential parking, please.

Free parking is available in our parking lot, located at 1st Avenue and Madison, immediately west of our building. No code is needed to enter or exit our parking lot, and the arms will rise as you enter or exit. We ask that our groups be considerate of our residential neighborhood by parking only in our lot or on non-residential streets. Underground  accessible parking is available upon request.

Please download the **Good Neighbor Parking Guidelines** from www.danielsfund.org/MeetingSpace/forms.asp and distribute these guidelines to your guests along with the advance notification of your meeting.

PLEASE BE SURE YOU RECEIVE AN E-MAIL CONFIRMATION — Within 24 hours after your form is received, you will receive an e-mail either confirming your booking or informing you that we did not have available space. The e-mail confirmation is the only indication that your request has been booked. If you do not receive this e-mail, please contact the Operations Associate at meetingspace@danielsfund.org.

The Daniels Fund is pleased to provide our meeting space guests with complimentary Internet access while in our building. Internet access is limited to specific connection ports in each meeting room. The **Daniels Fund Internet Access Consent Form** must be signed by the meeting facilitator on behalf of the group attending the meeting before access to the Public Internet is permitted via our network.

Internet Use Agreement

By signing the **Daniels Fund Internet Access Consent Form**, you indicate your agreement that access and use of the Internet as described herein is a privilege rather than a right. When accessing the Internet via the Daniels Fund's network, you agree to strictly follow these policies and standards for responsible, ethical, and legal use:

- Computer use and Internet activity will be in a responsible manner consistent with the educational, informational, and training purposes required to facilitate your meeting and to meet its objectives.
- Privacy and confidential information will be respected and maintained, and users will not misrepresent themselves as another user/identity.

Examples of unethical/prohibited use include, but are not limited to:

- Using the Internet for any unauthorized, unethical, or illegal purpose.
- Attempting to modify or gain access to files, passwords, or data belonging to others.
- Sending, receiving, or displaying text, graphics, video, audio, or any other content/material which may reasonably be construed as obscene, offensive, or derogatory.
- Distributing, accessing, or exhibiting material harmful to minors.
- Copying or distributing materials in violation of U.S. copyright law.
- Misrepresenting or attempting to misrepresent your IP address, location, or persona.

Legal Use

The Daniels Fund computers, network, and Internet access may not be used to violate any Federal, State, or Local law. No meeting space patron is permitted to use a Daniels Fund computer or connection to display or access obscene material or pornography. Violators of the **Daniels Fund Internet Use Agreement** may be removed from the Daniels Fund premises and/or face permanent revocation of Meeting Space usage privileges. The Daniels Fund assumes no liability for any meeting space guest's use of the Internet or computers. It is the responsibility of the meeting facilitator to determine which computer and Internet activities are appropriate for their attendees, and to monitor attendee access and usage of the same.

Sanctions

Violations of the **Daniels Fund Internet Use Agreement** policies will be met with serious and appropriate action consistent with our explicit and unwavering standards for responsible, ethical, and legal use. Illegal activities or suspected illegal activities or acts involving Daniels Fund computers, network, and Internet access may also be subject to involvement and prosecution by Local, State, or Federal authorities.

This is Form 3 of 3 to be submitted



DANIELS FUND

Internet Access Consent Form

101 Monroe Street • Denver, Colorado 80206 • (303) 393-7220

Please keep the **Daniels Fund Internet Use Agreement** for your future reference, and fax this form to the Daniels Fund. This form must be signed by the meeting facilitator on behalf of the organization attending the meeting and received by the Daniels Fund before access to the Public Internet via our network will be granted.

By signing below, I indicate that I have read the **Daniels Fund Internet Use Agreement**, and agree to fully abide by its terms. I understand that the Daniels Fund does not employ Internet content filtering software. I understand that failure to comply with any of the rules or policies described in the **Daniels Fund Internet Use Agreement** may result in suspension or termination of my Internet access privileges, or my ability to use the meeting space thereafter. Legal action and/or investigation by the appropriate authorities may result if my actions or those of my meeting attendees violate or are suspected of violating any Local, State, or Federal laws or regulations.

Name of Organization: _____

Name & Title of Authorized Representative (printed): _____

Signature of Authorized Representative: _____

Date: _____

For Daniels Fund use only.
Assigned Room(s):