

# GULF COAST COMMUNITY FOUNDATION

**Welcome to our Sarasota Philanthropy Center, located at 1549 State Street.** We are pleased to host your organization. Please refer to the guidelines below to allow for a successful handover back to our team and to ensure your experience here is a great one.

## Reservation Guidelines:

- All meetings must take place **between 9:00 a.m. and 4:00 p.m.** on Mondays, Tuesdays, Wednesdays, and Fridays. Rooms are available for **setup** beginning at **8:30am**. **On Thursdays**, meetings must take place between **12:00 p.m. and 4:00 p.m.** Exceptions include holidays and dates designated for Gulf Coast events.
- Gulf Coast Community Foundation reserves the right to welcome a group using the conference room prior to the start of the meeting. This would take less than 5 minutes.
- Room requests must be submitted at least **48 hours in advance** (72 hours for Monday meetings).
- Gulf Coast's meeting rooms are for the exclusive purpose of conducting Gulf Coast and non-partisan community nonprofit business needs and meetings.
- Preferably, all meetings should be concluded within a two-hour time frame.
- Gulf Coast reserves the right to cancel or reschedule any meetings that conflict with Gulf Coast's business needs.

## Advance and Recurring Bookings

- To afford all our valued nonprofit partners an opportunity to use the space, rooms may be reserved no more than **five months in advance**.
- Recurring bookings may be booked no more than **three months at a time**.

## Room Assembly

- You are welcome to arrange the tables and chairs in any way that best suits your needs. Following your meeting, please ensure that all tables, chairs and equipment are returned to their **original locations**.

## Office Safety Protocols

- Please designate an individual from your group to be **stationed by the door** prior to your start time to greet participants and allow them entry into the building.
- For the safety of our team and our guests, the front entrance remains closed and **locked at all times**. **Please do not prop door open**.

	Maximum Occupancy	
	<i>with tables and seating</i>	<i>no tables; chairs only</i>
Room 1	28	49
Room 2	22	40
Rooms 1 and 2 combined	49	99
Room 3	22	40

### Gulf Coast Name and Branding

- Please refer to office locations as “Gulf Coast’s Venice Headquarters” or “Gulf Coast’s Sarasota Philanthropy Center.”
- Any materials which publicize Gulf Coast’s name and location must receive approval prior to printing. Please send files to [abarnsley@gulfcoastcf.org](mailto:abarnsley@gulfcoastcf.org) and [kcarlstein@gulfcoastcf.org](mailto:kcarlstein@gulfcoastcf.org) for approval. Handwritten signs may not be utilized.

### Waste Disposal

Please ensure that all waste is appropriately sorted.



### Compost

- Fruits, vegetables, and grain-based (bread/cereal) food scraps, used coffee grinds, filter or tea material, as well as brown/recycled content napkins and wooden compostable utensils.
- Meat, dairy, and compostable plates and bowls are not acceptable.

**Landfill:** All regular trash

**Recycle:** Cans, paper, plastic, glass, cardboard

For additional questions, please contact Kolbi Gonzales, Office Coordinator, or Hillary Newton, Operations Coordinator, at [officecoordinator@gulfcoastcf.org](mailto:officecoordinator@gulfcoastcf.org).

### Sarasota Philanthropy Center

1549 State Street - 941.486.4600