

FACILITY AND CONFERENCE ROOM USE



A **Collaborative** Office Space For Our **Community**

Valley of the Sun United Way is excited to make its conference rooms and collaboration spaces available for use in an effort to advance its mission to improve lives by mobilizing the caring power of our community. We hope to create a stronger, more cooperative community as United Way shares its space with other organizations. United Way offers several conference rooms with newly updated technology and different configurations to meet varying business needs. Room reservations also include United Way support before and during scheduled meetings or events.

Conference Room Overview

- ▶ Open to companies doing business in our local community
- ▶ Reservations are available on a first come first serve basis
- ▶ Several conference rooms with various layout options available
- ▶ United Way's two largest conference rooms can be combined to fit groups with up to 80 attendees
- ▶ \$75 for meetings up to 4 hours of use; \$150 for meetings 4-9 hours; additional charges apply if use extends outside business hours*
- ▶ Office space is available during business hours, Monday - Friday between 8:00 a.m. and 5:00 p.m., excluding holidays and office closures

*NOTE: If there is a need for an after-business hours or weekend meeting, please let us know during the initial request; for meetings that are outside business hours, an additional extended hours fee of \$40 per hour (or partial hour) will apply.

Reservation Benefits

- ▶ Fifteen additional minutes allotted at the beginning and end of meetings for room setup and cleanup
- ▶ Free uncovered parking
- ▶ Advanced conference room technology and support when needed
- ▶ Web-based system that allows sign-in for visitors in advance of the meeting
- ▶ Outside vendors for catering permitted
- ▶ In-office signage/directional signs as needed

Fees and Donations

For Nonprofits

- ▶ United Way is pleased to offer a fee waiver for local 501(c)(3) nonprofits! The standard fee is waived for local 501(c)(3) nonprofit organizations with **less than \$200,000** in revenue within the last 3 years. To qualify for this waiver, organizations must submit a 990/990 EZ from the last three years demonstrating revenue less than \$200,000 in any one year.

Donations

- ▶ United Way also seeks to engage its local community to support organizations that may be eligible for a fee waiver. All organizations are presented with the opportunity to make a United Way donation towards conference room use by local 501(c)(3) nonprofits with less than \$200,000 in revenue.

Donors towards this effort will be recognized in celebration of their donation that supports local nonprofits in obtaining meeting space for their business needs.

Contact Us

at information@vsuw.org to submit your request today.



Valley of the Sun
United Way

vsuw.org