

Building Equity, LLC

Public Building Use Policy

Building Equity, LLC is a subsidiary organization of the Los Alamos National Laboratory (LANL) Foundation and is offering meeting space to outside organizations that are granted permission through Building Equity's application process. Building Equity's goal is to provide a warm and welcoming environment that allows guest organizations to host productive meetings, trainings, and other gatherings. Building Equity has three meeting rooms of various sizes and on-site parking for added convenience.

Eligible organizations

Meeting space at the Building Equity is available free-of-charge (with exceptions) to both not-for-profit and LANL groups that are willing to comply with all of the criteria contained within this policy.

Meeting Space Availability

9:00 am to 5:00 pm, Monday thru Friday. Building Equity is closed to the public for meetings on weekends and on holidays.

For Your Convenience

Building Equity will provide guests with pre-meeting assistance as needed in the following areas:

- Information on the facility in general.
- Preview of meeting space to determine which room best meets the needs for the organization, along with helpful suggestions on room arrangement and setup.
- Assistance with any technology training **prior** to the start of the meeting is highly recommended.

Guest Services

Building Equity offers a number of amenities designed to enhance the productivity of gatherings:

- Handicap accessibility throughout the entire facility, both inside and outside.
- Parking for 40 or more vehicles, including 6 handicap parking spaces.
- Courtesy phones are available both inside the meeting rooms and in the main lobby for local calling only.
- Staff will assist with the setup of in-house technology resources if necessary.

Groups will be responsible for running multi-media equipment during meetings. Please check with Building Equity well in advance of the meeting for specific equipment instructions. Available multi-media equipment includes Plasma screen (board room) or DLP overhead projector with large screen (conference room), DVD, VCR, teleconference system, and Hi-speed wireless internet service.

Catering Services

Building Equity offers a catering kitchen equipped with ample counter space, two refrigerators, microwave, coffee maker, double-basin sink, two dish washers and two ovens. Groups are required to use an approved caterer from our list of approved vendors included in this policy. Organizations wishing to cater or bring food and/or drinks to meetings held at Building Equity will be charged a nominal fee of \$25.00 per hour. **All rental fees must be paid in advance or on the day of the event – no exceptions.** Organizations will be required to be present when the caterer arrives and remain until they depart the property.

To Schedule a Meeting

Complete the Meeting Space Request Form included in this policy, or download the form from the LANL Foundation website at: www.lanlfoundation.org Please fax the completed form to: 505-753-8915, attn: Pat.

Requests for the use of meeting spaces are considered on a first-come, first-served basis. It is recommended that the Building Use Form be submitted at least one month prior to the scheduled event.

Please note that reservations may not be made more than four months in advance without special approval. To ensure that the meeting space is available to as many organizations as possible, the use of meeting space is limited to no more than once a month.

Please also note that organizations are generally not allowed to charge for meeting participation and any exceptions must be approved by the LANL Foundation Building Manager in advance.

Set-up, Clean-up

All groups are responsible for the set-up and clean-up of the meeting space. Please leave Meeting Rooms and catering kitchen as they were when you arrived. Upon completion of your meeting/event, please notify a staff member prior to your departure from the facility. Food and beverage waste should be properly discarded in the catering kitchen, and all trash and recyclables should be placed in the appropriate containers located in the garage adjacent to the catering kitchen. Organizations will be required to reimburse Building Equity for any damages to meeting space or equipment.

All alcoholic beverages and red juices are strictly prohibited.

Working Facility

While associates enjoy meeting visitors, Building Equity is a working facility. Please assist in keeping noise level and personal visits with staff members to a minimum. Building Equity requests that groups using the meeting space(s) provide a facilitator to greet and direct guests to the appropriate meeting room. We ask that all guests please enter and exit the building through the main lobby, where visitor registration is located.

For more information

To schedule a tour of Building Equity meeting spaces, or should you have questions or inquiries, please contact Pat Valerio at (505) 753-8890, or by email at patricia@lanlfoundation.org.

Building Equity Hours of Operation

Monday – Friday, 9:00 am to 5:00 pm Weekends and Holidays - Closed

List of approved caterers

1. Janet Malcom (505) 901-9354
2. El Paragua Restaurant - Catering Service (505) 753-3211
3. Joanne's Rancho Casados Catering Service (505) 753-1334
4. Big Dawgs Chuck Wagon Café - Catering Service (505) 753-2475
5. Golden Leaf Catering (505) 995-0084
6. Verdie's Desserts & Catering (505) 753-0718

Directions to Building Equity

Building Equity is located at 1112 Plaza del Norte in Espanola, New Mexico, which is approximately 40 minutes north of Santa Fe and 25 minutes northeast of Los Alamos. **From Santa Fe:** take Highway #285/84 north through Pojoaque and into Espanola. Once in Espanola, Hwy #285/84 becomes Hwy #68, also known as Riverside Drive – a major thoroughfare through town. At the intersection of Riverview Dr. and Fairview Drive, you'll turn left onto Fairview and travel approximately two miles, crossing the Rio Grande River up to a stoplight. Travel through this intersection and take your second right onto Calle de la Merced. Make your first right turn onto Plaza del Norte and go to the end of the drive – Building Equity is straight ahead. **From Los Alamos:** take Hwy. #503 down the mountain and exit Hwy #30. Upon entering Espanola, turn left on Hwy #84, also known as the Chama Hwy or Ocate Street. Drive a couple of miles to the intersection of Fairview/Industrial Park road and turn left onto Industrial Park road. Travel up the hill and make a right onto Calle de La Merced. Make your first right turn onto Plaza del Norte and go to the end of the drive – Building Equity is straight ahead.