

EVENT GUIDELINES

Ford Foundation
Center for Social Justice



FORDFOUNDATION
centerfor**socialjustice**

Ford Foundation Center for Social Justice

The Ford Foundation is a leader in convening a wide variety of gatherings and activities related to social justice. Strategic, well-crafted events are a powerful way to advance our mission and build momentum for change. We are pleased to have the opportunity to host and support many of them at the Ford Foundation Center for Social Justice, in accordance with the following guidelines.

If you have any questions, please reach out to the foundation's events team at eventinquiry@fordfoundation.org.

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Eligibility and restrictions

Eligibility

Ford Foundation staff, grantee, and nonprofit partner organizations are permitted to host events at the Ford Foundation Center for Social Justice that serve their work or the broader social justice and nonprofit sectors. All events held in the building must advance the foundation's charitable purposes and social justice mission, and must be educational in nature, or otherwise benefit the public.

For an event to be eligible, content for the convening must be closely aligned with the Ford Foundation's program strategies and/or mission, and meet one of the following criteria:

- Meet the needs of Ford Foundation grantees and their missions
- Advance the Ford Foundation's program strategies
- Serve the needs of social justice organizations aligned with Ford Foundation's mission

Restrictions

The following types of events are not permitted at the Ford Foundation Center for Social Justice:

- Events with content that does not directly relate to the Ford Foundation's program strategies and/or mission
- Events with 501(c)(4), direct or grassroots lobbying, political campaigns, or electoral/partisan activities or content
- Commercial events with any profit-making activities
- Fundraising
- Non-charitable/private events such as weddings, birthday parties, or fashion shows

Monetary transactions

No monetary transactions, collection of event fees, or sale of products or services may take place on site.

Event booking and approval

To be considered for eligibility, organizations must complete and submit an event application on the foundation's website, fordfoundation.org.

Event booking

Event application forms will be accepted during the following booking windows:

- Grantee requests: 9 months - 6 weeks prior to requested event date
- Other non-profit organizations: 6 months - 6 weeks prior to requested event date

Organizations are encouraged to submit applications at least 2 months prior to their desired event date as convening spaces book up early. The foundation will not be able to accommodate any event applications that are received outside of the booking windows listed above.

The foundation will review submitted event application forms and inform the organization of eligibility within ten business days.

Approved events

Once an event application has been approved, event organizers will receive an email detailing the assigned room(s), date and time. Changes to the approved room(s), date, and time may affect availability and are not guaranteed.

Venue agreement and confirmation

Organizations approved to host an event at the Ford Foundation Center for Social Justice must sign a venue agreement to fully confirm the space. For events with anticipated service fees, special event needs or with 20 or more attendees, a certificate of insurance is required at least two weeks prior to the event date.



Event fees, insurance, and cancellation

Fees

The foundation does not charge room rental fees. Fees do apply for catering, dedicated audiovisual support, equipment rentals, additional security, and special event services. For events outside of regular event hours (8:00 am - 6:00 pm), overtime staffing and building services fees also apply. Event fees will be collected by Patina FF, LLC. via credit card, check, or wire transfer.

Final payment

The final payment for all event related fees will be due to Patina Restaurant Group two weeks after the invoice is sent to event organizers.

Certificate of insurance

All events with associated fees, special event needs, or 20 or more attendees require a certificate of insurance. Event organizers must provide a certificate of insurance at least two weeks prior to their event date.

Cancellation

Event organizers are asked to alert the foundation of cancellation at least two weeks prior to the event date. Repeated cancellations may result in loss of future access to the venue and its services.

If an event is cancelled by the host within three business days of the event date, the host will be responsible for covering 100 percent of all scheduled service fees.

If an event is cancelled due to force majeure, the foundation will make every effort to cancel other services ordered for the event, without penalty. In the case that services cannot be cancelled, the event host will be responsible for covering all service fees.

Inclement weather policy

If the Ford Foundation offices close due to inclement weather, all events taking place in the building will be cancelled. The foundation will make every effort to reschedule these events for a later date. If the event cannot be rescheduled, the foundation will make every effort to cancel other services ordered for the event, without penalty. In the case that services cannot be cancelled, the event host will be responsible for covering all service fees.

Event and building information

Event hours

Regular event hours are Monday-Friday from 8:00 am-6:00 pm. In special cases, events are permitted outside of these hours, but will incur extra fees for staffing and building services. Events in the garden must start after 6:00 pm.

Events are not permitted on weekends and holidays.

Event spaces

Event spaces vary in size and configuration. Detailed information about each event space can be found [on our website](#).

Room requests and assignments

The foundation will make every effort to accommodate specific room requests, but reserves the right to assign and/or move events to rooms that best fit foundation and event needs.

Accessibility

The foundation has taken steps to ensure that our building exceeds accessibility standards. The building is wheelchair-accessible, as are all event spaces. If you have an accommodation or service question or request, please discuss accommodation options with your Ford Foundation event contact.

All-gender restrooms

Visitors are guaranteed safe access to restrooms, regardless of their gender identity and/or expression. Event attendees are welcome to use the single-occupancy, all-gender restrooms located on the eleventh floor and Level B.

Animal access

Guide dogs and service animals are permitted at the Ford Foundation Center for Social Justice. Other animals are not permitted.

Parents' room

A room is available for nursing parents hosting or attending an event. Reservations for the space can be arranged through your Ford Foundation event contact.

Smoking

The Ford Foundation Center for Social Justice is a non-smoking facility. Smoking is not permitted inside the building or near any of the building entrances.

Event services and policies

Event staff

Upon confirming an event, a Ford Foundation team member will be assigned as your main point of contact throughout the planning process. The foundation also secures facilities, audiovisual, catering, security, and janitorial staff for your event. Any additional event staffing, including registration staff, must be provided by the host organization.

Audiovisual

Wi-Fi is available throughout the building. The building is fully equipped to handle most event production needs and AV requirements for meetings.

Ford Foundation AV staff is available for set-up and on-call support during regular event hours at no cost. A minimal cost applies for these services outside of regular event hours.

If dedicated tech support or additional equipment is requested or deemed necessary by the foundation, additional fees will apply.

Catering

Patina Restaurant Group is the foundation's exclusive food and beverage caterer for all meetings and events taking place in the building. Outside food and beverage are not permitted. Florals, linens, and speciality furniture rentals can be discussed with your assigned event contact, and ordered through Patina Restaurant Group.

Alcohol service

Alcohol service is generally available after 6:00 pm through the Patina Restaurant Group, subject to the availability of permits and licenses. Please note that orders of alcoholic beverages may be subject to cancellation if Patina is unable to receive the required permit or license.

Security

The Ford Foundation Center for Social Justice has an in-house security team available for your event. If additional security guards or equipment are requested by the event host or deemed necessary by the foundation, fees will apply.

Coat and luggage rooms

Coat and luggage rooms are available in the building. Arrangements for a staffed coat and luggage check can be made with your foundation event contact for an additional fee, and rented through Patina Restaurant Group.

Luggage must remain in the Level 1 luggage closet and cannot be taken to event floors.

Lost and found

All items found after an event will be kept for up to two weeks. The foundation is not responsible for any lost, stolen, or damaged items during an event.

Furniture set up

Furniture (including tables, chairs, flipcharts, and stages) is included in your event reservation, and will be set in the event spaces by the Ford Foundation facilities team. Event organizers can discuss preferred arrangements with their assigned Ford Foundation event contact. Once the furniture has been set, only a member of the facilities team may move and/or arrange the furniture.

Rental of any furniture not provided by the foundation can be discussed with your Ford Foundation event contact, and requested through Patina Restaurant Group.

Event materials and decor

All proposed decor must be approved by your Ford Foundation event contact. The following items are not permitted: permanent markers, tape, push-pins, helium balloons, fog, dry ice, bubble machines, or any item which may float; the tossing of petals, glitter or confetti. Also not permitted: unprotected candles, open or live flames. The use of votives and/or enclosed candles is allowed as LED only.

Any arts and crafts activities that may involve items such as glue, paint, or glitter must be approved by your assigned Ford Foundation event contact.

Your assigned Ford Foundation event contact must approve of any materials hung on the wall, prior to the event. Items may only be attached to the walls using painters tape (which can be provided by the foundation). Items may not be attached to any screens, exterior facing windows, muraled walls, or artwork.

No signage, decorations, frames or other materials may penetrate or be attached by fasteners of any kind to the walls, ceiling, floors, planters or any other permanent fixtures. Materials that are hanging cannot be written on.

No items may be hung from the ceiling.

Event deliveries

The foundation will accept event-related packages no more than two business days prior to an event date. The packages must be clearly labeled with the name of the event or the event number, event date, and name of the foundation event contact.

Arrangements to have packages picked up from the foundation after an event can be made with the events team. The event organizer will be responsible for packaging and all delivery fees. The foundation is not responsible for any lost, stolen, or damaged items.

Loading dock and freight elevator

Event requirements

Event marketing materials

All promotional materials for the event—including invitations, advertisements, press releases, and literature—must have the foundation’s written approval prior to distribution. The foundation may not be identified as a sponsor of any non-Ford Foundation hosted events. The foundation logo cannot be used on any non-Ford Foundation events.

Attendee lists

Event lists must be submitted to your foundation event contact at least one business day prior to the event. Anyone who is not on the submitted list will be required to check in with foundation security staff upon arrival. The foundation reserves the right to limit the number of walk ins for safety and security reasons.

Registration

A dedicated registration area will be set up for events with 30 or more attendees. The event organizer is responsible for securing their own registration staff.

For events with 29 or fewer attendees, registration can take place with the Ford Foundation Center for Social Justice security team.

All attendees will be required to show photo ID at registration.

Attendee security badges

The foundation will provide printed security badges for all event attendees registered for an event. Attendees must wear security badges at all times to ensure access to the designated event spaces.

Press

The foundation must be made aware of any press presence in the building. Event organizers must also obtain the foundation’s prior written approval for any media coverage.

Recording and photography

Video recording, audio recording, and photography within your reserved event space is permitted with approval from your Ford Foundation event contact. Vendors may be required to provide a certificate of insurance. Recording and photographing outside of your dedicated event space is not permitted.



Intellectual property

Event hosts are responsible for ensuring that they have the rights necessary to use all of the content, multimedia, or other intellectual property for the event.

Event sponsors

Sponsors of an event may be recognized in a program or otherwise, but advertisements promoting products or services, and distribution of sponsored food or beverages, are prohibited.

Participation by government officials or political candidates

The foundation is prohibited from making certain kinds of payments to, or conferring certain benefits on, US government officials or political candidates. Attendance by government officials or candidates may also raise electioneering or lobbying questions. Please disclose (on the event application form or otherwise) if your event involves any participation by government officials or candidates, so that any potential legal issues may be analyzed.

Respect in the workplace

The foundation does not tolerate discrimination, harassment, or retaliation. All events must be managed in a manner consistent with the foundation's [Respect in the Workplace](#) policy. Any incidents can be reported through the complaint procedure outlined in that policy or in the foundation's [Whistleblower Policy](#).

Conflicts of interest

If any event might result (or even appear to result) in personal gain for a foundation trustee, officer, employee, or their respective family members, please notify eventinquiry@fordfoundation.org so that the foundation can address any concerns.

Events sponsored by organizations affiliated with foundation trustees or officers go through a special approval process to ensure that potential conflicts are managed appropriately, so please disclose any such affiliations on your event applicaiton form.

For more information, consult the foundation's [Staff Code of Conduct and Ethics](#) and [Trustee and Officer Code of Ethics and Conflict of Interest Policy](#).



Exceptions

Tenant-hosted events are not subject to all of the above terms, and tenants may have special exceptions outlined in their lease.

Additional exceptions to the above terms can be made under special circumstances with written approval from the Ford Foundation.