



**THE CENTER FOR  
HEALTHY COMMUNITIES**  
AT THE CALIFORNIA ENDOWMENT

# Conference Venues Guide

**LOS ANGELES**

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**OAKLAND**

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**SACRAMENTO**

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A photograph of a man and a woman smiling and talking. The image is overlaid with a red tint. The text is white and bold, centered over the image. The man is on the left, wearing a light blue shirt. The woman is on the right, wearing a dark jacket and a beaded necklace. The background is a plain wall.

**The Center for Healthy  
Communities in Los Angeles,  
Oakland, and Sacramento embody  
The California Endowment's  
vision of a place-based approach to  
wellness. They are gathering places  
that foster open communication  
and coalition-building.**

**Welcome.**



**THE CENTER FOR  
HEALTHY COMMUNITIES**  
AT THE CALIFORNIA ENDOWMENT

Comprised of venues in Los Angeles, Oakland, and Sacramento, The Center for Healthy Communities provides meeting spaces to mobilize community and civic leaders, health providers, advocates and policymakers in the search for solutions to California's critical health and health care issues.

The Center for Healthy Communities embodies The California Endowment's vision of a place-based approach to wellness. These venues support regions that are affected by poor health outcomes but have the potential to galvanize impactful change. They are designed to bring their communities together both physically and symbolically, serving as gathering places that foster open communication and coalition-building.

Conference facilities are provided free of charge to organizations whose programs advance The California Endowment's mission to expand access to affordable, quality health care for underserved individuals and communities, and to promote fundamental improvements in the health status of all Californians. **See page 34 for information on eligibility.**

Centers are easily accessible by pedestrians and transit, thereby fostering contact among a diverse population, decreasing dependence on the automobile, and supporting walkability.



An aerial photograph of the Los Angeles skyline under a clear blue sky. In the center, a large white circle contains the text "CHC→LA" in a teal, sans-serif font. The background shows various skyscrapers, including the Wells Fargo building, and a mix of urban architecture. In the foreground, a building with "THE TIMES" on its facade is visible.

**CHC→LA**

**The Center for Healthy Communities at  
The California Endowment in Los Angeles  
is a multisector, multicultural cross  
section of the community it serves.**

# LOS ANGELES

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The first of The Center for Healthy Communities' venues, the Los Angeles facility was built in response to the growing need for convening space by non-profit organizations engaged in health issues. Bordering Chinatown and Olvera Street, two of the oldest and most culturally significant neighborhoods in the city, the LEED-certified building was designed to embody the values of wellness, diversity, and accessibility. Anchored by a central courtyard, the campus reflects a distinctly Californian sense of space, emphasizing the relationships possible between indoor and outdoor environments. Architectural references to Union Station, Terminal Annex and Mission design; site specific, locally-themed art; and gardens that reflect a connection to the riparian ecology of the nearby Los Angeles River Greenway express the campus' identification with the natural and cultural landscapes of Southern California. The Los Angeles conference center is a multisector, multicultural cross section of the community it serves.

- HISTORICALLY SIGNIFICANT DOWNTOWN LOS ANGELES LOCATION
- LEED-CERTIFIED BUILDING
- ON SITE CATERING / CAFÉ
- ARCHITECTURALLY DISTINCT WITH INDOOR AND OUTDOOR SPACES
- ART AND NATIVE GARDENS
- ADJACENT TO UNION STATION AND TRANSIT CONNECTIONS





wellne





ss diversity accessibility



## TECHNOLOGY

The Center for Healthy Communities offers an array of the latest audio visual equipment free of charge. Center staff is available for setup, initial guidance, and troubleshooting. If dedicated tech support or equipment exceeding Center inventory is required for your meeting, please speak with your Event Coordinator about the possibility of contracting your own services.

Wireless Internet access is available.

### Technology Overview\*

- Computers
- PC Inputs
- Wireless laptop display
- Projectors
- Screens
- Wireless Microphones
- Distributed Audio
- Blu-ray / DVD
- Audio and Video conferencing
- Cloud-based Audio and Video recording

\*See Meeting Room Details on pages 8-11.

## CATERING

Catering for your event is available from the Rise Up! Café. The café's fully equipped kitchen and staff offers nutritious, delicious fare, including a wide array of vegan and gluten free options. Please be sure to inquire on any special dietary requirements with your Event Coordinator. Catering is typically served buffet style, but sit down plated affairs can be accommodated as well. Beer and wine is available for receptions. (Please see General Use Policies on page 35.)

No outside food or beverage may be brought into The Center for Healthy Communities, Los Angeles. If you opt not to make use of the catering service, your group is welcome to purchase individual items at the Rise Up! Café.

Breakfast: 7:30 – 10:00 am

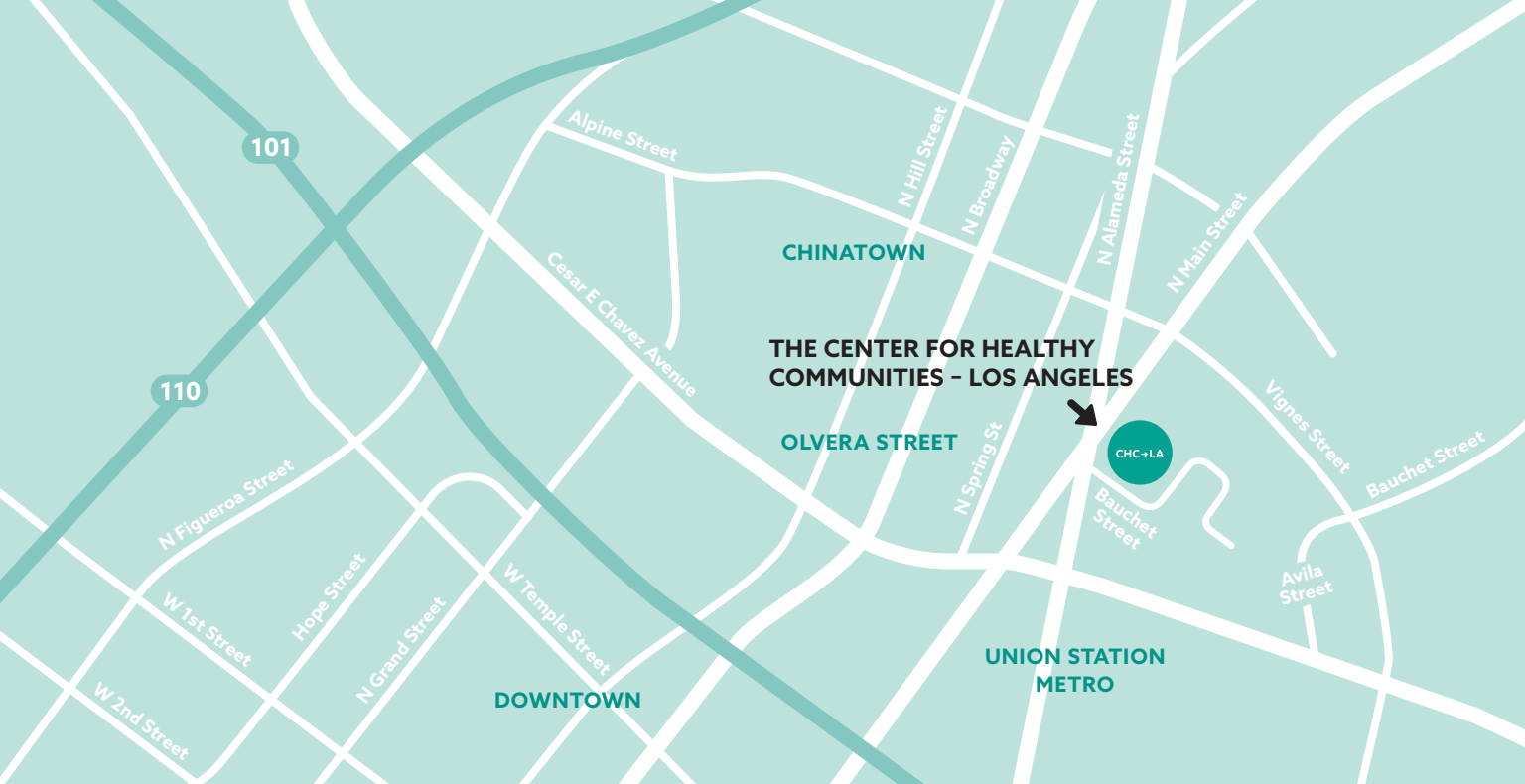
Lunch: 11:00 am – 2:00 pm

Grab-and-Go & Beverages: all day through 3:00 pm

The Rise Up! Café observes best practices that align with the mission of The California Endowment.

- Quality, local suppliers
- Biodegradable disposables manufactured from sustainable, renewable sources.
- Pitchers of water are provided free of charge throughout your event to reduce bottled water consumption.
- Buffet-style service reduces waste of individual packaging. China buffet service is available at extra cost.





## INFO + MAP

### The Center for Healthy Communities Los Angeles

1000 North Alameda Street  
Los Angeles, CA 90012

Phone: 213.928.8900

Fax: 213.928.8901

Email: [CHCLA@calendow.org](mailto:CHCLA@calendow.org)

#### Conference Center Hours:

Monday – Thursday: 7:30 a.m. – 5:00 p.m.

Friday: 7:30 a.m. – 4:00 p.m.

Closed alternating Fridays

For detailed directions and information on public transportation and parking, please inquire with your Event Coordinator or visit:

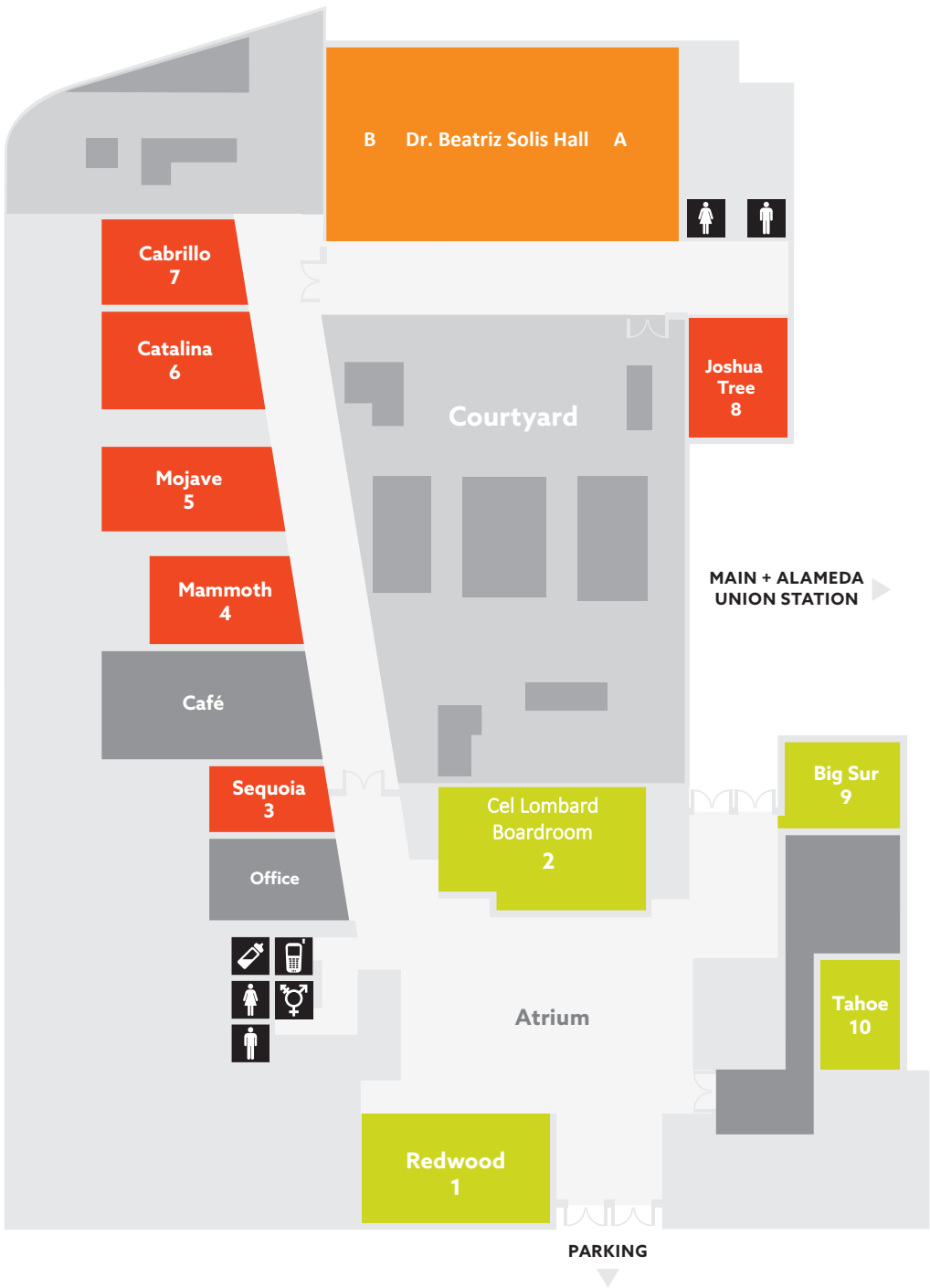
<http://www.calendow.org/the-center-for-healthy-communities/los-angeles/>

## MEETING ROOMS

Name	Capacity*
Courtyard	150
Dr. Beatriz Solis Hall (A & B)	300
Redwood	120
Cel Lombard Boardroom	31
Big Sur	50
Tahoe	40
Sequoia	16
Mammoth	50
Mojave	50
Catalina	50
Cabrillo	40
Joshua Tree	50

\* See Site Map and Meeting Room Details on pages 8-11.  
Capacities based upon seated accommodations with tables.

# SITE MAP + ROOM DETAILS



## LOS ANGELES MEETING ROOM DETAILS

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES*
<b>Courtyard</b>	The 10,000-square-foot courtyard features a fountain, informal seating and flora native to California. With 3,500 square feet of usable space, the courtyard is suited to pre-function gatherings for large events, receptions, large lunches, or casual seating and informal meetings.	Reception: 500 Theater Seating: 200 Banquet: 150	Speakers
<b>Dr. Beatriz Solis Hall</b>	<p>The most spacious of the meeting rooms in Los Angeles, Dr. Beatriz Solis Hall measures 3,775 square feet and is designed for large events, symposia, plenary sessions, trainings or workshops.</p> <p>The Dr. Beatriz Solis foyer serves as a reception area for up to 200 guests.</p> <p>The hall can be sectioned into two rooms: Dr. Beatriz Solis Hall A, with 2,600 square feet of space, and Dr. Beatriz Solis Hall B, with 1,300 square feet.</p>	Reception: 425 Classroom Seating: 150 Theater Seating: 350 Banquet: 300	Three Projectors / Screens Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray DVD Translation Booth Audio and Video Conferencing Cloud-Based Audio and Video Recording Press Feed Outputs
	Dr. Beatriz Solis Hall A 2,600 square feet	Reception: 250 Theater Seating: 210 Banquet: 180 Classroom Seating: 100 Hollow-square Seating: 68 U-shape Seating: 63	Two Projectors / Screens Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray DVD Translation Booth Audio and Video Conferencing Cloud-Based Audio and Video Recording Press Feed Output
	Dr. Beatriz Solis Hall B 1,300 square feet	Reception: 140 Theater Seating: 100 Banquet: 80 Classroom Seating: 60 Hollow-square Seating: 48 U-shape Seating: 39	One Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray / DVD Audio Conferencing Cloud-Based Audio Recording

\*Please inquire about additional portable AV equipment.

## ROOM DETAILS

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES
<b>Redwood</b> Room No. 1	At 2,044 square feet, Redwood is among the largest of the Los Angeles meeting rooms. It has an adjoining patio and is suited to mid size meetings, presentations, lectures and training sessions.	Reception: 180 Theater Seating: 150 Banquet: 120 Classroom Seating: 108 Hollow-square Seating: 60 U-shape Seating: 51	Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs DVD Audio and Video Conferencing Cloud-Based Audio and Video Recording Press Feed Outputs
<b>Cel Lombard Boardroom</b> Room No. 2	This 1,550-square-foot boardroom opens onto a spacious patio for breaks, meals and receptions. It is best used for smaller meetings, retreats, presentations, lectures or trainings.	Patio Reception: 75 Reception: 40 Fixed Conference Table Seating: 31	Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs DVD Audio and Video Conferencing Cloud Based Audio and Video Recording
<b>Big Sur*</b> Room No. 9	This 853-square-foot meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 57 Theatre Seating: 55 Banquet: 50 Hollow-square Seating: 36 U-shape Seating: 30 Classroom Seating: 30	None. Portable A/V equipment available.
<b>Tahoe</b> Room No. 10	This 567-square-foot meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 60 Theatre Seating: 50 Banquet: 40 Classroom Seating: 30 Hollow-square Seating: 30 U-shape Seating: 24	Projector / Screen Computer Speakers PC Inputs DVD

\*Please inquire about additional portable AV equipment.

## LOS ANGELES MEETING ROOM DETAILS

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES*
<b>Sequoia</b> Room No. 3	At 436 square feet, this meeting room is suited for small gatherings, meetings and break-out sessions.	Fixed Conference Table Seating: 16	Projector / Screen Computer Speakers PC Inputs DVD
<b>Mammoth*</b> Room No. 4 Mammoth is available on a limited basis only.	This 700-square-foot meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 60 Theater Seating: 55 Banquet: 50 Classroom Seating: 24 Hollow-square Seating: 24 U-shape Seating: 18	None. Portable A/V equipment available.
<b>Mojave</b> Room No. 5	This 814-square-foot meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 75 Theater Seating: 55 Banquet: 50 Hollow-square Seating: 39 U-shape Seating: 36 Classroom Seating: 36	Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs DVD
<b>Catalina</b> Room No. 6	At 803 square feet, this meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 70 Theater Seating: 55 Banquet: 50 Classroom Seating: 36 Hollow-square Seating: 36 U-shape Seating: 27	Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs DVD
<b>Cabrillo</b> Room No. 7	This 676-square-foot meeting room is suited for small gatherings, meetings and break-out sessions.	Reception: 60 Theater Seating: 50 Banquet: 40 Classroom Seating: 30 Hollow-square Seating: 30 U-shape Seating: 24	None. Portable A/V equipment available.
<b>Joshua Tree</b> Room No. 8	This serene, 950-square-foot room is comfortably furnished for retreats, brainstorming sessions, stand-alone meetings, break-out sessions or informal meetings.	Reception: 65 Theater Seating: 55 Banquet: 50 Classroom Seating: 30 Hollow-square Seating: 30 U-shape Seating: 24	Projector / Screen Computer Distributed Audio PC Inputs DVD

\*Please inquire about additional portable AV equipment.

## BOOKING WINDOW

Due to demand, it is recommended that requests for space be submitted as far ahead as the schedules below allow.

### If your event is:

More than 100 people

Less than 100 people

### You may reserve:

12 months in advance

6 months in advance

### Within booking window:

Recurring events

Quarterly events

3 bookings may be reserved at any given time

2 bookings may be reserved at any given time

Please note that venues are not available evenings or weekends.

Please see page 7 for hours of operation.



## INSTRUCTIONS

Please feel free to contact your venue to confirm availability before applying online. You will receive a response within 10 business days. If your request is approved, a contract and refundable room deposit will be required. A Center Events Coordinator will then assist you with all arrangements for your meeting.

Steps to making your reservation:

1. Go to: <http://www.calendow.org/the-center-for-healthy-communities/los-angeles/>
2. Under **Reservation Information**, choose **Make a reservation-First time user** or **Make a reservation-Returning user** (new users must create a user name and password)
3. Enter user ID (email address) and password to log in
4. Go to **Reservations**, then choose **CHC Los Angeles**
5. Complete all fields and then click on **Submit** (to request up to 3 dates for a recurring event, click on the "Recurrence" button under **When and Where**)





**CHC→OAK**

**The Center for Healthy Communities  
at The California Endowment in Oakland  
provides equitable access to meeting space  
in a rapidly changing neighborhood.**

# OAKLAND

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Located near Lake Merritt in the heart of the business district, the Oakland conference center was conceived as an opportunity to ensure equitable access to meeting space in a rapidly changing neighborhood. It welcomes leaders, policymakers, residents, and youth to discuss, debate, and come together. An embodiment of the belief that diversity is essential to a healthy community, the venue is a microcosm of the complex ecosystem of which it is a part. Originally an arm of the San Francisco Bay, Lake Merritt was formed by building a dam across the inlet, thus forming the only urban salt water lake in the United States. With a unique ecology that supports a host of plant life and migratory birds, this tidal lagoon is home to the oldest designated wildlife refuge in the country. Rowing, biking and running are enjoyed by a vibrant urban community. Like Lake Merritt itself, the Oakland conference facility is a place for nature and a diverse population to coalesce.

- CENTRAL OAKLAND LOCATION
- UNIQUE ECOLOGICAL ENVIRONMENT
- WALKABLE NEIGHBORHOOD
- BART-ACCESSIBLE



CHC→OAK



equity





community inclusion



## TECHNOLOGY

The Center for Healthy Communities offers an array of the latest audio visual equipment free of charge. Center staff is available for setup, initial guidance, and troubleshooting. If dedicated tech support or equipment exceeding Center inventory is required for your meeting, please speak with your Event Coordinator about the possibility of contracting your own services.

Wireless Internet access is available.

### Technology Overview\*

- Computers
- PC Inputs
- Wireless laptop display
- Projectors
- Screens
- Wireless Microphones
- Distributed Audio
- Audio and Video conferencing
- Cloud-based Audio and Video recording

\*See Meeting Room Details on page 20-21

## CATERING

Please speak with your Event Coordinator for a list of recommended caterers and information on kitchen and space accommodations.





## THE CENTER FOR HEALTHY COMMUNITIES - OAKLAND



## INFO + MAP

### The Center for Healthy Communities Oakland

2000 Franklin St.  
Oakland, CA 94612

Phone: 510.271.4333  
Email: [CHCOAK@calendow.org](mailto:CHCOAK@calendow.org)

Conference Center Hours:  
Monday – Thursday: 8:00 a.m. – 4:30 p.m.  
Friday: 8:00 a.m. – 3:30 p.m.  
Closed alternating Fridays

For detailed directions and information on  
public transportation and parking, please inquire  
with your Event Coordinator or visit:

<http://www.calendow.org/the-center-for-healthy-communities/oakland/>

## MEETING ROOMS

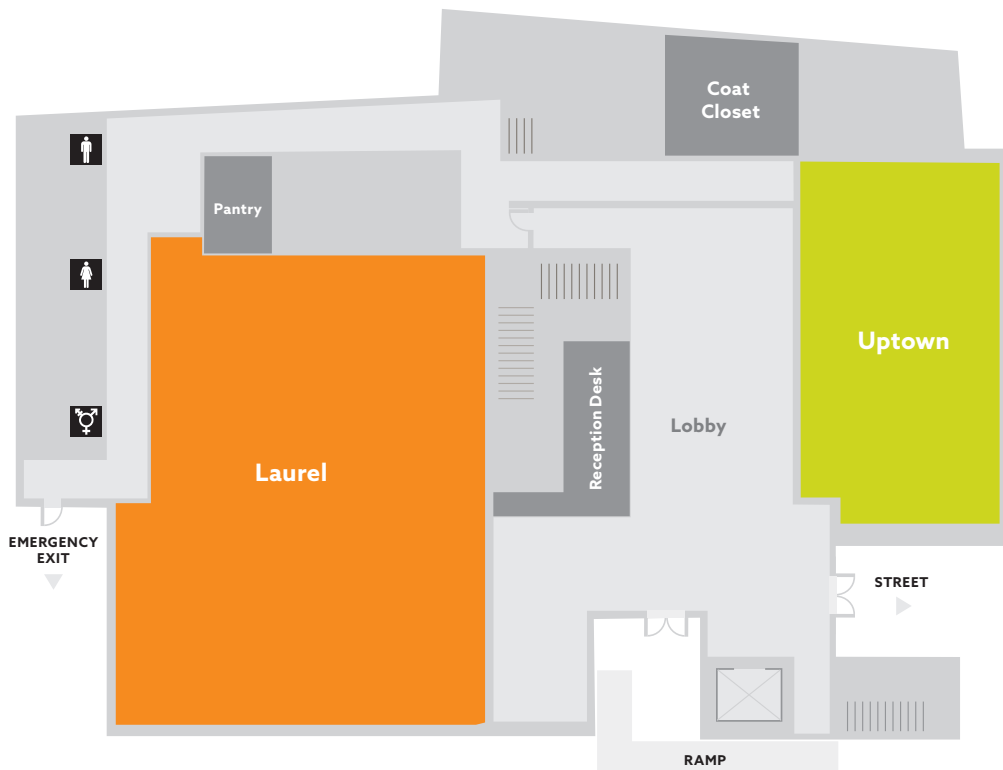
Name	Capacity*
Laurel	140
Uptown	60
Eastmont	60
Elmhurst	50
Lake Merritt	20

\* See Site Map and Meeting Room Details on pages 20-21.  
Capacities based upon seated accommodations with tables.

# SITE MAP + ROOM DETAILS

## 1ST FLOOR MEETING ROOMS

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES*
Laurel	The most spacious of the meeting rooms in Oakland, Laurel measures 2,000 square feet and is designed for mid size meetings, presentations, symposia, plenary sessions, trainings, or workshops.	Theater: 160 Banquet: 140 Classroom: 60 Hollow Square: 42 U-Shape: 30	Two Projectors / Screens Computer Wireless Microphones Distributed Audio Wireless Laptop Projection Confidence Monitor Audio Conferencing
Uptown	This 900 square-foot meeting room is suited for small gatherings, meetings, and breakout sessions.	Theater: 70 Banquet: 60 Hollow Square: 30 U-Shape: 24 Classroom: 24	Projector / Screen Computer Wireless Microphones Distributed Audio Wireless Laptop Projection Audio Conferencing



## 2ND FLOOR MEETING ROOMS

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES
<b>Eastmont</b>	This 950 square-foot meeting room is suited for mid size to small gatherings, meetings, and breakout sessions.	Theater: 70 Banquet: 60 Hollow Square: 36 U-Shape: 30 Classroom: 30	Projector / Screen Computer Wireless Microphones Distributed Audio Wireless Laptop Projection Audio Conferencing
<b>Elmhurst</b>	This 750 square-foot meeting room is suited for small gatherings, meetings, and breakout sessions.	Theater: 60 Banquet: 50 Hollow Square: 30 U-Shape: 24 Classroom: 24	Projector/ Screen Computer Wireless Microphones Distributed Audio Wireless Laptop Projection Audio and Video Conferencing Cloud-Based Audio and Video Recording
<b>Lake Merritt</b>	At 400 square feet, this room is suited for small gatherings, meetings, and breakout sessions.	Theater: 20 U-Shape: 18 Classroom: 12	Projector / Screen Computer Speakers Wireless Laptop Projection



# MAKE YOUR RESERVATION

## BOOKING WINDOW

Due to demand, it is recommended that requests for space be submitted as far ahead as the schedules below allow.

### If your event is:

More than 100 people

Less than 100 people

### You may reserve:

12 months in advance

6 months in advance

### Within booking window:

Recurring events

Quarterly events

3 bookings may be reserved at any given time

2 bookings may be reserved at any given time

Please note that venues are not available evenings or weekends.

Please see page 19 for hours of operation.



## INSTRUCTIONS

Please feel free to contact your venue to confirm availability before applying online. You will receive a response within 10 business days. If your request is approved, a contract and refundable room deposit will be required. A Center Events Coordinator will then assist you with all arrangements for your meeting.

Steps to making your reservation:

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1. Go to: <http://www.calendow.org/the-center-for-healthy-communities/oakland/>

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2. Under **Reservation Information**, choose **Make a reservation-First time user** or **Make a reservation-Returning user** (new users must create a user name and password)

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3. Enter user ID (email address) and password to log in

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4. Go to **Reservations**, then choose **CHC Oakland**

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5. Complete all fields and then click on **Submit** (to request up to 3 dates for a recurring event, click on the "Recurrence" button under **When and Where**)

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**CHC→SAC**

**The Center for Healthy Communities  
at The California Endowment in Sacramento  
is located in California's epicenter  
of discourse and changemaking.**

# SACRAMENTO

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Nestled in the heart of the downtown district just blocks from the California State Capitol, the Sacramento conference center lies in the hub of California history. Guests of the facility enjoy convenient access to the Capitol building, which was completed in 1874 and serves as both a museum and California's working seat of government. Capitol Park, featuring nearly 150 buildings, memorials and points of interest, offers ample green space. Nearby Old Sacramento State Historic Park is a National Historic Landmark that was the western terminus of the Pony Express, the first transcontinental railroad, and the transcontinental telegraph. Located in California's epicenter of discourse and changemaking, the Sacramento venue is host to leaders and advocates coming together to develop solutions to shared challenges.

- STEPS TO CALIFORNIA STATE CAPITOL
- DOWNTOWN DISTRICT LOCATION
- ADJACENT GREEN SPACE
- NEIGHBORING POINTS OF INTEREST



CHC→SAC



discourse





# advocacy change-making



## TECHNOLOGY

The Center for Healthy Communities offers an array of the latest audio visual equipment free of charge. Center staff is available for setup, initial guidance, and troubleshooting. If dedicated tech support or equipment exceeding Center inventory is required for your meeting, please speak with your Event Coordinator about the possibility of contracting your own services.

Wireless Internet access is available.

### Technology Overview\*

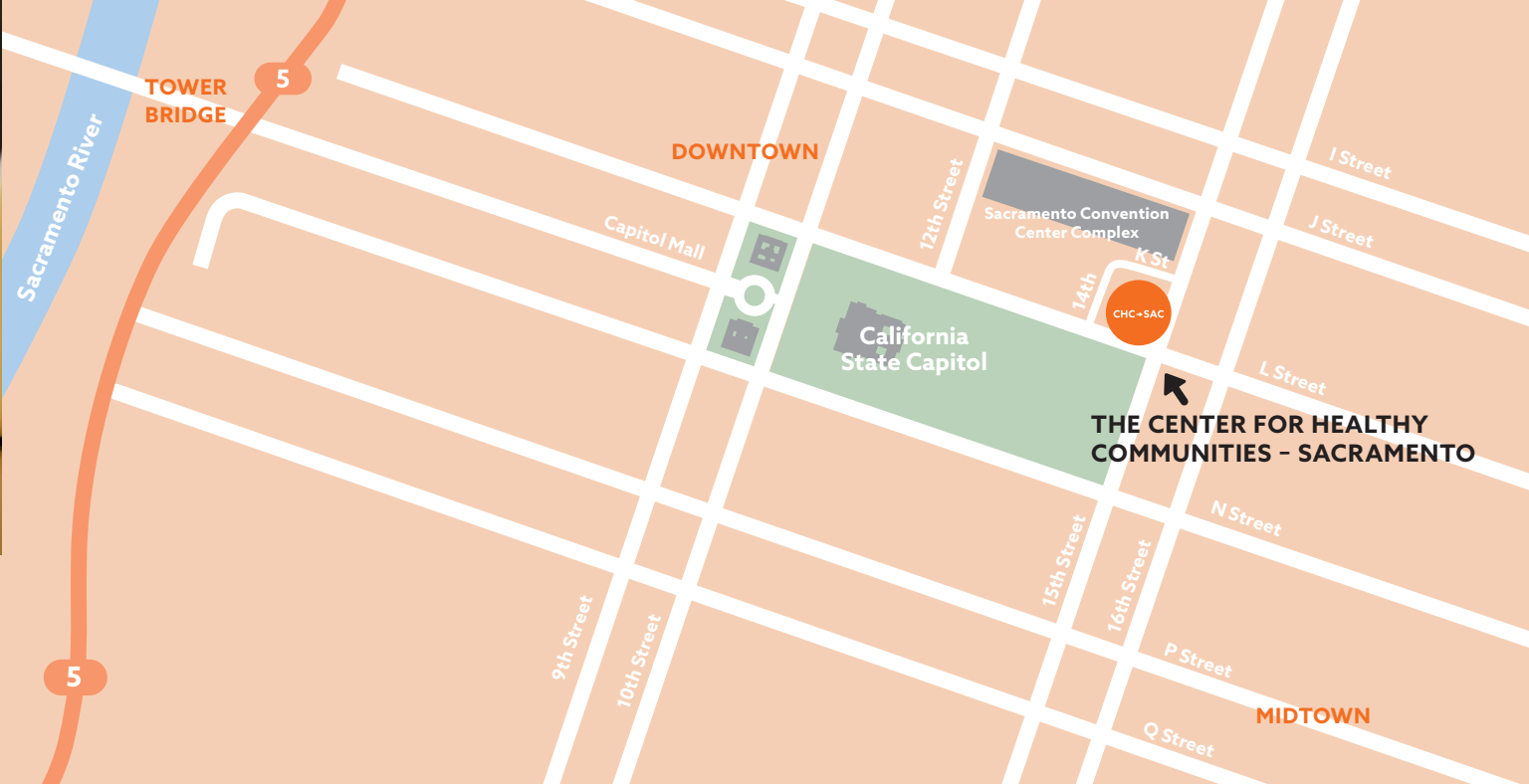
- Computers
- PC Inputs
- Wireless laptop display
- Projectors
- Screens
- Wireless Microphones
- Distributed Audio
- Blu-ray / DVD
- Audio and Video conferencing
- Cloud-based Audio and Video recording

\*See Meeting Room Details on page 30-31.

## CATERING

Please speak with your Event Coordinator for a list of recommended caterers and information on kitchen and space accommodations.





## INFO + MAP

### The Center for Healthy Communities Sacramento

1414 K Street, Suite 500  
Sacramento, CA 95814

Phone: 916.558.6760

Fax: 916.558.6770

Email: [CHCSAC@calendow.org](mailto:CHCSAC@calendow.org)

#### Conference Center Hours:

Monday – Thursday: 8:30 a.m. – 4:30 p.m.

Friday: 8:30 a.m. – 4:00 p.m.

Closed alternating Fridays

For detailed directions and information on public transportation and parking, please inquire with your Event Coordinator or visit:

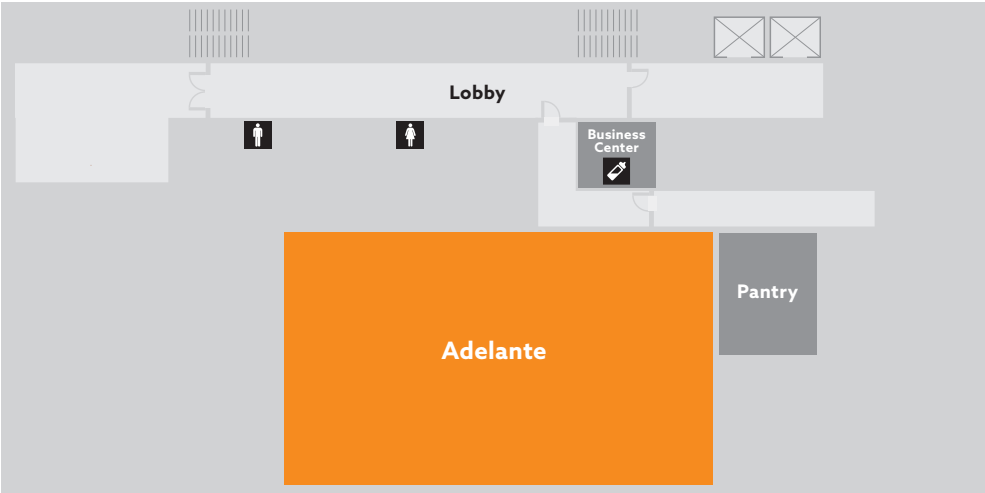
<http://www.calendow.org/the-center-for-healthy-communities/sacramento/>

## MEETING ROOMS

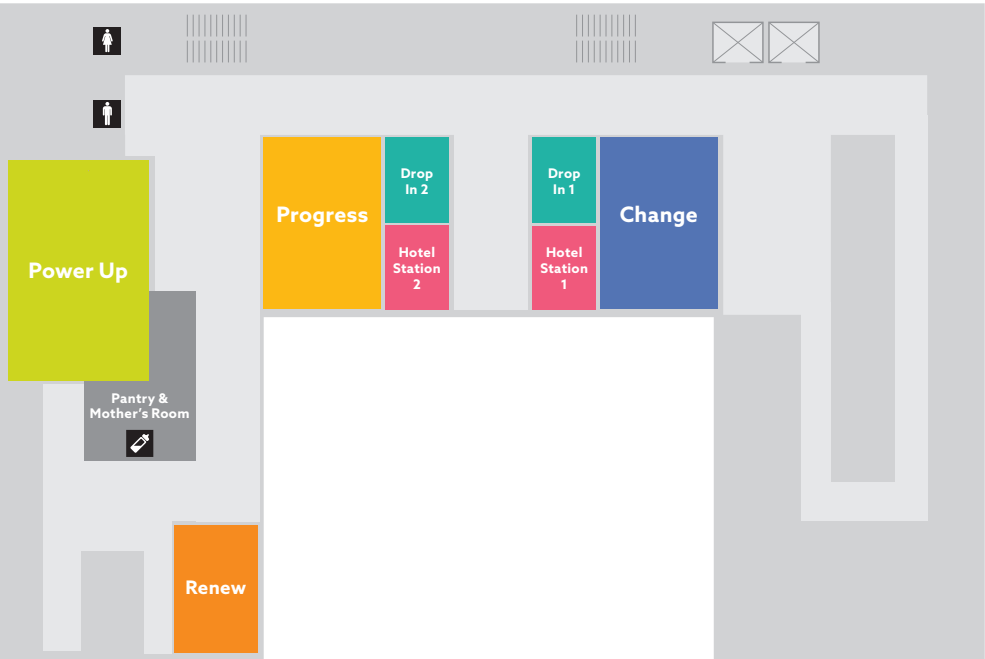
Name	Capacity*
Adelante	125
Power Up	32
Change	12
Progress	12
Renew	6
Drop In Room 1	4
Drop In Room 2	4
Hotel Station 1	1
Hotel Station 2	1

\* See Site Map and Meeting Room Details on pages 30-31.  
Capacities based upon seated accommodations with tables.

1ST FLOOR



5TH FLOOR



## 1ST FLOOR MEETING ROOM

ROOM NAME	DESCRIPTION	CAPACITY	FIXED A/V CAPABILITIES*
<b>Adelante</b>	The most spacious of the meeting rooms in Sacramento, Adelante measures 2,600 square feet and is designed for large events, symposia, plenary sessions, trainings, and workshops.	Reception: 225 Theater: 175 Banquet: 125 Classroom: 90 Hollow Square: 54 U-Shape: 48	Four Projectors / Screens Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray / DVD Confidence Monitor Audio Conferencing Cloud-Based Audio Recording Press Feed Outputs

## 5TH FLOOR MEETING ROOMS

<b>Power Up</b>	This 750 square-foot meeting room is suited for small to mid size meetings and break-out sessions.	Theater: 40 Hollow Square: 32 Classroom: 30 U-Shape: 24	Projector / Screen Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray / DVD Wireless Laptop Projection Audio and Video Conferencing Cloud-Based Audio and Video Recording
<b>Change</b>	This 325 square-foot space is suited for small meetings. The room has a set conference table with integrated technology.	Conference: 12	Projector / Screen Speakers PC Inputs Audio and Video Conferencing Cloud-Based Audio and Video Recording
<b>Progress</b>	This 325 square-foot space is suited for small meetings. The room has a set conference table with integrated technology.	Conference: 12	Projector / Screen Speakers PC Inputs Audio and Video Conferencing Cloud-Based Audio and Video Recording
<b>Renew</b>	This 150 square-foot space is suited for small meetings. The room has a set conference table.	Conference: 6	None
<b>Drop in Rooms 1 &amp; 2</b>	These rooms are ideally suited for visitors to the State Capitol who are in need of a work space for a day.	Conference: 4	None
<b>Hotel Stations 1 &amp; 2</b>	These rooms are ideally suited for visitors to the State Capitol who are in need of a work space for a day.	Desk: 1	Computer Printer Access

\*Please inquire about additional portable AV equipment.

# MAKE YOUR RESERVATION

## BOOKING WINDOW

Due to demand, it is recommended that requests for space be submitted as far ahead as the schedules below allow.

### If your event is:

More than 100 people

Between 40 and 100 people

Less than 40 people

### You may reserve:

12 months in advance

8 months in advance

6 months in advance

### Within booking window:

Recurring events

3 bookings may be reserved at any given time

Quarterly events

2 bookings may be reserved at any given time

Please note that venues are not available evenings or weekends.

Please see page 29 for hours of operation.



## INSTRUCTIONS

Please feel free to contact your venue to confirm availability before applying online. You will receive a response within 10 business days. If your request is approved, a contract and refundable room deposit will be required. A Center Events Coordinator will then assist you with all arrangements for your meeting.

Steps to making your reservation:

1. Go to: <http://www.calendow.org/the-center-for-healthy-communities/sacramento/>
2. Under **Reservation Information**, choose **Make a reservation-First time user** or **Make a reservation-Returning user** (new users must create a user name and password)
3. Enter user ID (email address) and password to log in
4. Go to **Reservations**, then choose **CHC Sacramento**
5. Complete all fields and then click on **Submit** (to request up to 3 dates for a recurring event, click on the "Recurrence" button under **When and Where**)



# SPACE ELIGIBILITY

Use of The Center for Healthy Communities venues are open to the following eligible organizations:

- » Nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code and are classified as “not a private foundation” under Section 509(a)
- » Independent, sponsored projects of a Section 501(c)(3) nonprofit organization acting as a fiscal sponsor
- » Government and public agencies

The following types of events may **NOT** be held at The Center for Healthy Communities:

**Commercial Events** » The Center for Healthy Communities may not be used for any profit-making activities.

**Fundraising Events** » The Center for Healthy Communities may not be used for any fundraising events, including but not limited to, selling merchandise or other items related to the event and/or raffles.

**Political Events** » The Center for Healthy Communities may not be used for events that promote political campaigns, influence the outcome of public elections, carry on, directly or indirectly, voter registration drives, attempt to influence legislation or engage in lobbying, or promote or engage in any partisan electoral activity.

**Private or Family Events** » The Center for Healthy Communities may not be used for any private events such as weddings, birthdays, or other family celebrations.

**Religious Events** » The Center for Healthy Communities may not be used for proselytizing or for events whose primary focus is religious worship and instruction. Faith-based organizations whose efforts fit within The Endowment’s goals are welcome to use The Center for Healthy Communities.



# GENERAL USE POLICIES

## ACCESSIBILITY

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Conference center facilities are designed to include the full participation and enjoyment of people with physical disabilities as well as those who are not fluent in English. Meeting rooms and restrooms are wheelchair accessible. A list of recommended interpreters for most commonly used languages in California is available upon request. At The Center for Healthy Communities Los Angeles and Sacramento, assisted listening devices are available for the deaf and hearing impaired, and simultaneous interpretation equipment is available in some rooms.

## ALCOHOL

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Wine and beer (no spirits) may be served with a meal or catered reception as long as there are no events taking place within the facility involving youth under the legal drinking age. Organizations wanting to serve alcohol at events must obtain permission from The Center for Healthy Communities Events Manager at the time of booking.

## ANIMAL ACCESS

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Guide dogs and assistance animals for people with disabilities are permitted in The Center for Healthy Communities but must be on leash at all times and muzzled, if necessary. No other animals are permitted.

## CANCELLATIONS

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The Center for Healthy Communities must be notified of cancellation a minimum of three (3) business days (per The California Endowment's 9/80 schedule) before the scheduled date of an event to avoid forfeiture of the room deposit. Repeated cancellations may result in loss of all future access to the venue's services.

## CELLULAR PHONES

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Use of cell phones is restricted to the lobby and outdoor areas to minimize disruption to meetings and working staff.

MORE →



# GENERAL USE POLICIES

## DEPOSIT

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A security deposit is required. Deposits will be returned within a reasonable time following your event, provided no equipment or facility damage was incurred. Deposits may be submitted and kept on file for frequent requesters.

## FEES FOR EVENT ADMISSION

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Organizations using The Center for Healthy Communities may only charge an admission or meeting fee to cover such direct meeting costs as materials, speaker fees or catering.

## FINANCIAL SPONSORSHIP

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Organizations using The Center for Healthy Communities may solicit additional outside philanthropic sponsorship solely to cover direct expenses of events. The Center for Healthy Communities prohibits sponsorship by alcohol or tobacco-related companies. Corporate sponsorship requires special permission by the Events Manager.

## MEDIA

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Any media presence requires approval of The California Endowment's Communications and Public Affairs Department. Users must notify conference center staff if they are inviting or expect news media.

## PUBLIC TRANSPORTATION

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Users are strongly encouraged to distribute information about available modes of public transportation to their guests and to arrange carpools.

## SMOKING

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Smoking is prohibited in all areas of The Center for Healthy Communities.

## SUPPORT SERVICES

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**Business support** » The Center for Healthy Communities staff can only assist with limited photocopying, sending of faxes and access to telephones. Users should bring adequate materials and staff to support their events.

**Technical support** » Staff is available to help with initial guidance and setup of audiovisual equipment. (See Technology Overview on pages 6, 18, and 28.)

**Set up support** » Room set ups and breakdowns as arranged with your Event Coordinator will be managed and executed by The Center for Healthy Communities staff. Porters are also available to help unload and set up items.

## PARKING

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**Los Angeles** » Free parking is available on a first-come, first-served basis.

**Oakland** » Venue is convenient to public transportation and public parking lots.

**Sacramento** » Venue is convenient to public transportation and public parking lots.

A photograph of a modern building interior, likely a lobby or hallway. The space features large windows on the right side, offering a view of greenery outside. Several people are walking through the space, some in the foreground and others further back. The lighting is bright and even. A large white circle is superimposed over the center of the image, containing the text "THANK YOU".

**THANK YOU**

**Thank you for your interest in  
The Center for Healthy Communities.**



**THE CENTER FOR  
HEALTHY COMMUNITIES**  
AT THE CALIFORNIA ENDOWMENT



**The  
California  
Endowment**  
[www.calendow.org](http://www.calendow.org)