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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courtyard</td>
<td>150</td>
</tr>
<tr>
<td>Yosemite Hall (A &amp; B)</td>
<td>300</td>
</tr>
<tr>
<td>Redwood</td>
<td>120</td>
</tr>
<tr>
<td>Sierra</td>
<td>31</td>
</tr>
<tr>
<td>Big Sur</td>
<td>50</td>
</tr>
<tr>
<td>Tahoe</td>
<td>40</td>
</tr>
<tr>
<td>Sequoia</td>
<td>16</td>
</tr>
<tr>
<td>Mammoth</td>
<td>50</td>
</tr>
<tr>
<td>Mojave</td>
<td>50</td>
</tr>
<tr>
<td>Catalina</td>
<td>50</td>
</tr>
<tr>
<td>Cabrillo</td>
<td>40</td>
</tr>
<tr>
<td>Joshua Tree</td>
<td>50</td>
</tr>
</tbody>
</table>

* See Site Map and Meeting Room Details on pages 8-11. Capacities based upon seated accommodations with tables.
## LOS ANGELES MEETING ROOM DETAILS

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>FIXED A/V CAPABILITIES*</th>
</tr>
</thead>
</table>
| **Courtyard** | 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 |
| **Yosemite Hall** | The most spacious of the meeting rooms in Los Angeles, Yosemite Hall measures 3,775 square feet and is designed for large events, symposia, plenary sessions, trainings or workshops. The Yosemite foyer serves as a reception area for up to 200 guests. The hall can be sectioned into two rooms: Yosemite A, with 2,600 square feet of space, and Yosemite B, with 1,300 square feet. | 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 |
| **Yosemite 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 |
| **Yosemite 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.*
<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>FIXED A/V CAPABILITIES</th>
</tr>
</thead>
</table>
| **Redwood** 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 |
| **Sierra** 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 |
| **Big Sur** 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. |
| **Tahoe** 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

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

*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: You may reserve:
More than 100 people 12 months in advance
Less than 100 people 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 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)
The Center for Healthy Communities at The California Endowment in Oakland provides equitable access to meeting space in a rapidly changing neighborhood.
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.
community inclusion
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.
INFO + MAP

The Center for Healthy Communities
Oakland

2000 Franklin St.
Oakland, CA 94612

Phone: 510.271.4333
Email: 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

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurel</td>
<td>140</td>
</tr>
<tr>
<td>Uptown</td>
<td>60</td>
</tr>
<tr>
<td>Eastmont</td>
<td>60</td>
</tr>
<tr>
<td>Elmhurst</td>
<td>50</td>
</tr>
<tr>
<td>Lake Merritt</td>
<td>20</td>
</tr>
</tbody>
</table>

* See Site Map and Meeting Room Details on pages 20-21. Capacities based upon seated accommodations with tables.
1ST FLOOR MEETING ROOMS

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>FIXED A/V CAPABILITIES*</th>
</tr>
</thead>
</table>
| 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

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>FIXED A/V CAPABILITIES</th>
</tr>
</thead>
</table>
| Eastmont  | 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 |
| Elmhurst  | 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 |
| Lake Merritt | 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 |

---

**OAKLAND MEETING ROOM DETAILS**

- **Street Ramp:**
- **Coat Closet:**
- **Pantry:**
- **Reception Desk:**
- **Emergency Exit:**
- **Lobby:**
- **Business Center:**
- **Copy Room:**
- **Drop In Meeting Room:**

---

**THE CENTER FOR HEALTHY COMMUNITIES OAKLAND**

21
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: | You may reserve:
More than 100 people | 12 months in advance
Less than 100 people | 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 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:

1. Go to: http://www.calendow.org/the-center-for-healthy-communities/oakland/
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 Oakland
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)
The Center for Healthy Communities at The California Endowment in Sacramento is located in California’s epicenter of discourse and changemaking.
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.
discourse
advocacy  change-making
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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Capacity*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelante</td>
<td>125</td>
</tr>
<tr>
<td>Power Up</td>
<td>32</td>
</tr>
<tr>
<td>Change</td>
<td>12</td>
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<tr>
<td>Progress</td>
<td>12</td>
</tr>
<tr>
<td>Renew</td>
<td>6</td>
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<tr>
<td>Drop In Room 1</td>
<td>4</td>
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<tr>
<td>Drop In Room 2</td>
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<td>Hotel Station 1</td>
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</tr>
<tr>
<td>Hotel Station 2</td>
<td>1</td>
</tr>
</tbody>
</table>

* See Site Map and Meeting Room Details on pages 30-31. Capacities based upon seated accommodations with tables.
### 1ST FLOOR MEETING ROOM

<table>
<thead>
<tr>
<th>ROOM NAME</th>
<th>DESCRIPTION</th>
<th>CAPACITY</th>
<th>FIXED A/V CAPABILITIES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adelante</td>
<td>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.</td>
<td>Reception: 225 Theater: 175 Banquet: 125 Classroom: 90 Hollow Square: 54 U-Shape: 48</td>
<td>Four Projectors / Screens Computer Wireless Microphones Distributed Audio PC Inputs Blu-ray / DVD Confidence Monitor Audio Conferencing Cloud-Based Audio Recording Press Feed Outputs</td>
</tr>
</tbody>
</table>

### 5TH FLOOR MEETING ROOMS

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

*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**: You may reserve: 12 months in advance
- **Between 40 and 100 people**: 8 months in advance
- **Less than 40 people**: 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.

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**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/](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**)
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.
ACCESSIBILITY

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

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

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

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

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

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

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

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

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

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

SMOKING

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

SUPPORT SERVICES

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

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.
THANK YOU

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