



**SIERRA HEALTH  
FOUNDATION**

## CONFERENCE AND EDUCATION CENTER POLICIES

**Hours of Operation:** Meetings and events may take place Monday through Friday from 8:30 a.m. to 4:30 p.m. The center is closed Saturdays and Sundays.

**Admission Fees:** Organizations may charge admission or meeting fees only to cover direct meeting costs, such as materials and meals.

**Sponsorships:** Corporate sponsorships that cover direct event expenses must be approved by the Conference and Education Center Manager.

**Media:** Organizations that invite or expect news media must notify the Conference and Education Center manager at least two business days prior to the event.

**Smoking:** Smoking is not permitted anywhere on the property, including the parking lot.

**Animals:** Guide dogs or other assistance animals for people with disabilities are the only animals allowed in the conference center.

**Equipment:** Conference center staff can provide instruction on the operation of the conference center equipment, but staff is not available to operate equipment or resolve software issues. If additional assistance is needed, the conference center staff can recommend local consultants.

**Supplies:** Organizations may pin flip chart pages or other materials to the walls using resources provided, but may not write on these once they are on the walls. In the Capital conference room, the Smart Board may be used only with the tools provided.

**Food and Beverage:** Guests must place all used dishes on trays provided and must use coasters and placemats in Capital and Natomas conference rooms.