



**THE PHILANTHROPY
COLLECTIVE**

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Guest Users General Information & Guidelines (Venue Terms)

Revised: 08/22/22

The Philanthropy Collective is a consortium of philanthropic organizations and individuals that exists to learn, share expertise, collaborate, and leverage resources to address our region's most significant challenges and actualize its potential.

Qualified Organizations

All Philanthropy Collective guests are subject to approval. Some fees may apply.

The Philanthropy Collective is available to:

- exempt entities with grantmaking focus
- exempt entities with collective funding emphasis
- exempt entities that focus on public/private partnership
- entities with a primary focus on creating a social return
- entities with a primary focus on investing capital in underserved communities

Space is available for gatherings that prioritize collaboration and partnership in philanthropy:

- Community Convenings (civic priorities, public private partnerships, broad community impact) / no charge
- Collective Giving (co-funding [three or more entities], community giving campaigns) / no charge up to 3x per year
- Giving Circles / no charge up to 12x per year
- Advancing Philanthropy (charitable tax planning, educational events about best practices in philanthropy) / no charge for client meetings for charitable planning
- PPCF Fundholders (philanthropic strategy, grantee meetings, family philanthropy meetings) / no charge up to 4x per year
- Board Meetings (501(c), tax exempt entities, social impact entities, governance) / rates apply
- Single Entity Foundation & Nonprofit meetings (501(c), tax exempt, social impact entity meetings) / rates apply

Hours Of Operation

Monday-Thursday 9am-5pm

Friday 9am-3pm

Guest Access to The Philanthropy Collective

Guests may access work and meeting space at The Philanthropy Collective during hours of operation. If a Guest would like to host an event outside of The Philanthropy Collective's Hours of Operation, they may request a Philanthropy Collective Tenant to host the event on their behalf.

Guest User's After-Hours Event

Guests seek out a Tenant (lease holder) to host their event during after-hours, the Tenant Host is responsible for all arrangements, rules, and guidelines that apply to the event booking, including but not limited to staffing, catering, cleaning, Certificates of Insurances, and building security (locking up) for their Guest's event. The event must be booked through The Collective Philanthropy booking system and will be reviewed for approval. The Guest User must qualify to use The Philanthropy Collective (see Qualified Organizations.) Please contact your Tenant Host, directly. Guidelines, and possible fees apply.

General Usage & Guidelines

- Please enter and exit through main entrance and check in at the front desk.
- Be mindful of noise, cleanliness and others working and meeting at The Philanthropy Collective. Use designated meeting spaces, lobby, and kitchen area for conversations.
- Visitors are welcome to use reserved meeting space, lobby, kitchen area, patio, and restrooms. Please treat all other spaces as private.
- Please notify us of any cancellations or changes at least 48 hours in advance.

Parking

Guests are responsible for paying for their own parking. The Philanthropy Collective is not responsible for maintaining these spaces nor setting rates.

- Metered street parking
- SP+ paid outdoor lot parking is available at Weber & Pikes Peak Ave (222 E. Pikes Peak Ave) adjacent to The Philanthropy Collective

Parking is available for those with limited mobility located on the east side of the building. Please be considerate of others and limit use to meetings under 2 hours.

Scheduling

All wishing to book a space must contact Raquel Sepulveda, The Philanthropy Collective Program Associate by email at bookings@ppcf.org or by phone at 719-445-0600.

Upon checking in, we may require credit card information for individuals or organizations. No user will be charged by The Philanthropy Collective unless or until rates apply or services are rendered. Credit cards will be credited if applicable.

Amenities

Office Spaces:

- WiFi *guest password required & provided
- Basic office supplies
- Print / Copy / Scan
- Printing via USB memory; printable files (does not include Word files)
 - PDF
 - TIFF file
 - JPEG file

Meeting & Event Spaces:

- Smart TVs for presentations
- Owl virtual meeting system
- Lectern
- Teleconference bridge line, up to 25 participants

315 Collective, LLC, The Philanthropy Collective Tenants, and Staff are not responsible for personal items including but not limited to, laptop computers, computer equipment, cell phones, backpacks, purses, food items or house/car keys.

All Guest Users must check in with the front desk.

No audio visual at hot desks or in private office rental.

If you are interested in leasing a private office full-time, please contact Sharon Reiger at sharon@sjrinc.com.

All Philanthropy Collective guests are subject to approval.

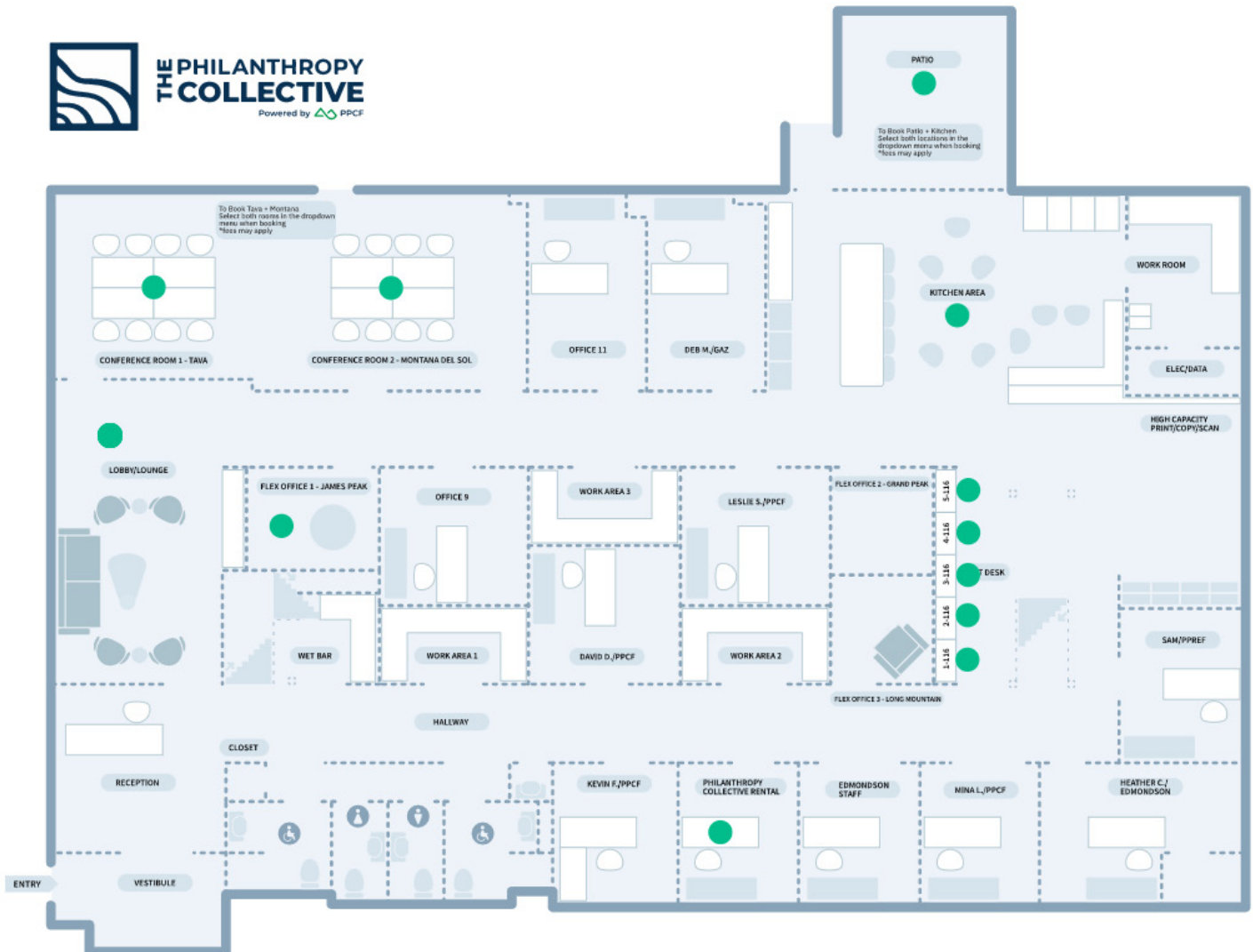
All wishing to book a space must contact Raquel Sepulveda, The Philanthropy Collective Program associate by email at bookings@ppcf.org or by phone at 719-445-0600.

Booking Your Meeting Space

Guest Users are restricted to The Philanthropy Collective business hours:

Monday - Thursday 9am-5pm

Friday 9am-3pm



Meeting & Event Spaces

Fees May Apply

Tava

- Occupancy 8

Montaña del Sol

- Occupancy 12

Tava + Montaña del Sol

- Occupancy 20

James Peak

- Occupancy 3-5

Kitchen Area

- Occupancy 15
- Non-exclusive use
- Available for casual gatherings alongside/ after meeting booking

Outdoor Patio

- Occupancy 10-12
- Available for casual, standalone gatherings or alongside/after meeting booking

Kitchen Area + Outdoor Patio

- Occupancy 25-35
- Non-exclusive use
- Available for casual standalone gatherings or alongside/ after meeting booking

Tenant Host Required

- Lobby / Lounge available between 7:30am to 9:00am
- Kitchen and /or Patio Areas available 4:00pm and later

Meeting & Event Space Amenities

Smart TVs for presentations
Owl virtual meeting system
Lectern
Teleconference bridge phone line
See Page 3 for all amenities

Office Spaces

Hot Desks

Come in, sit down, plug-in and get work done. Using a hot desk is a great way to catch up on emails and other tasks.

- 5 available daily

Fees

First six visits per year: Free

After six visits:

10 Pack Use: \$150
20 Pack Use: \$275

Private Office

Need more privacy for confidential phone calls or one-on-one meetings? Consider renting our private office.

- 1 available daily

Fees

Daily rate: \$75
10 Pack Use: \$650
20 Pack Use: \$1200

Office Space Amenities

WiFi *guest password required & provided
Basic office supplies
Print / Copy / Scan
See Page 3 for all amenities

Meeting & Event Guidelines

Staffing

The Philanthropy Collective staff is available to assist you with any needs you may have during regular business hours unless other arrangements have been made.

Meeting setup and arrivals

- The conference room tables will be setup in the configuration (layout) you request through our booking system. Please do not rearrange the tables. If you have an issue or need the tables moved, ask the Philanthropy Collective staff for assistance.
- You are responsible for setting up the conference room with your materials and AV prior to the meeting start time. Each room has its own set of instructions provided and located in the room / space. You are given a 30-minute buffer prior to the booked meeting start time, i.e., your meeting start time is 11:00am, you have access to the room at 10:30am.
- Audio visual is available in meeting rooms and spaces. Each room has its own set of instructions provided and located in the room / space. The Philanthropy Collective staff is available to help troubleshoot.
- You are responsible for bringing your own laptop, if needed for presentation and sharing purpose. We do not provide any computers, just audio visual.
- Guests arriving before scheduled meeting time will be welcomed into the lobby by a Philanthropy Collective representative.
- Coffee and water pitchers will be made available to meeting participants.
- Philanthropy Collective representative will direct/coordinate catering/refreshment setup to designated kitchen area.

Meeting endings

- Please end meetings promptly at scheduled end time.
- You are given a 30-minute buffer following your booked end time, i.e., your meeting ends at 12:30pm, you have the room until 1:00pm. You are responsible for the removal of all meeting materials, trash, and food items.
- Please leave the room in the condition you found it in when you arrived. Not following these rules can disqualify you for future use of any bookable spaces.

Catering

All catering is to be setup on the kitchen island, not in the rooms due to limited space. 315 Collective provides coffee, tea, water, flavored water, and sodas. You may eat and drink in the rooms. All catering companies are to check in with the front desk upon arrival. Catering companies may park in the east alley for unloading and loading purposes, all food comes through the kitchen entrance off the east alley. You are responsible for the kitchen cleanup the day or night of the event.

Preferred catering companies at the 315 Collective:

Summit Catering: <https://summitcatering.net/>

Garden of The Gods Catering: <https://www.godscateringandevents.com/>

Picnic Basket Catering: <https://pbcatering.com/>

Meeting & Event Guidelines

- Certificate of Insurance (COI) is required of all outside vendors and must be turned into the Property Manager and Office Manager 48 hours prior to the event unless an existing COI has been turned in for that year.
- Host and / or Vendors are responsible for set-up and tear-down, including decorations, tables, chairs, food stations, beverage & bar, etc.
- Entertainers such as musician, performer, novelty acts, etc. are responsible for providing a Certificate of Insurance (COI) and are responsible for set-up and tear-down of musical instruments and staging.

A Tenant Hosting an outside Guest User's Event

Guest users may book spaces during regular business hours, only.

If a guest user seeks out a Tenant to Host their event during off hours, the Tenant Host is responsible for all arrangements, restrictions, and policies (see above) that apply to the event booking, staffing, catering, cleaning, Certificates of Insurances, and building security (locking up) for their Guest's event.

Liquor License Laws

The liquor license for The Well (suite 100) covers the physical space of The Well (suite 100) and does NOT extend to The Philanthropy Collective (suite 120) physical space. Alcohol served in The Well cannot be taken off the Well premises without violating the license and putting it at risk. An individual or organization cannot host an event at The Philanthropy Collective (suite 120) and ask or suggest their participants go to The Well (suite 100) to buy a drink and bring it back into The Philanthropy Collective (suite 120). Alcohol bought in The Well needs to be consumed in The Well. It is the law.

Because The Philanthropy Collective (suite 120) is not covered by The Well liquor license, The Collective can provide a "hosted bar" in our space (suite 120) where we (or a contracted caterer) provide alcohol free of charge to our guests. Any alcohol served in The Philanthropy Collective may not be brought into The Well. Doing so violates the law.