

# Event Guidelines

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 venue operations team at [thecenter@fordfoundation.org](mailto:thecenter@fordfoundation.org).



FORDFOUNDATION  
centerfor**socialjustice**

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# Eligibility and restrictions

## Eligibility

Ford Foundation staff, grantees, 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](http://fordfoundation.org).

## Event booking

We will consider events requests that come in within the following windows:

- Grantee events: Up to 10 months ahead of requested event date
- Nonprofit and social justice-related events: Up to six months ahead of 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 Bon Appétit via credit card, check, or wire transfer.

## Final payment

The final payment for all event related fees will be due to Bon Appétit three (3) days after the final invoice is received by 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 they will be responsible for covering fees based on the cancellation fee matrix outlined in the catering agreement.

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 & 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 venue operations.

## 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 venue operations 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 venue operations 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

Bon Appétit 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 venue operations contact, and ordered through Bon Appétit.

## Alcohol service

Alcohol service is generally available after 6:00 pm through Bon Appétit, subject to the availability of permits and licenses. Please note that orders of alcoholic beverages may be subject to cancellation if Bon Appétit 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 venue operations contact for an additional fee, and rented through Bon Appétit.

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 venue operations 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 venue operations contact, and requested through Bon Appétit.

### **Event materials and decor**

All proposed decor must be approved by your Ford Foundation venue operations 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 venue operations contact.

Your assigned Ford Foundation venue operations 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 venue operations contact.

Arrangements to have packages picked up from the foundation after an event can be made with the venue operations 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**

Use of the foundation's loading dock and freight elevator for event-related deliveries must be scheduled through the foundation's venue operations team. A certificate of insurance is required and must be submitted at least two weeks prior to use.

### **Sustainability**

The foundation is committed to reducing waste through recycling and limiting single-use or disposable items. Event hosts and attendees are asked to comply with recycling signage and remove any unused materials brought into the building.

### **Printing**

Print services are unavailable on site. Event organizers are asked to handle printing of all event materials prior to their event day, and are encouraged to limit the distribution of single-use handouts.

### **Parking**

On-site parking is not available. For information on discounted parking garages, please ask your Ford Foundation venue operations contact.

### **Additional vendors**

If there are additional services needed for your event, the foundation is happy to provide a list of recommended vendors. All outside vendors must be approved by the foundation and may be required to provide a certificate of insurance.

# 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 venue operations 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 25 or more attendees. The event organizer is responsible for securing their own registration staff.

For events with 24 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 and proof of vaccination 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 venue operations 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 [thecenter@fordfoundation.org](mailto:thecenter@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 application 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.

# Health and safety practices during COVID-19

To ensure the health and safety of our entire community at the Ford Foundation Center for Social Justice, we ask that venue operations staff and attendees follow the same guidelines we have established for those working at the Center. If attendees feel unwell or are not able to comply with our community's health and safety precautions, we ask that they please refrain from visiting the Center for Social Justice at this time.

## **Proof of vaccination and booster**

Event staff and attendees will be asked to show proof of full vaccination (i.e., that they received the final dose of their vaccine series at least 14 days prior to their visit). All FDA- and WHO-approved vaccines are accepted.

## **Acceptable forms of proof include:**

- Original, photo or copy of the CDC vaccination card(s)
- Original, photo or copy of NYC vaccination record or other official immunization record from within or outside the U.S., including from a healthcare provider
- New York State Excelsior Pass or Excelsior Pass Plus
- New York City COVID Safe App (available on Android and iOS)
- New Jersey Docket app

## **Health screening:**

Event staff and attendees must be able to answer “no” to the question below:

- *Within the last 48 hours have you had any symptoms and reason to believe they are related to COVID-19?*

## **Mask recommendation**

Face masks are recommended, but not required.



# 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.

