

EVENT POLICIES AND GUIDELINES

at the Ford Foundation
Center for Social Justice



FORDFOUNDATION
centerfor**socialjustice**

Ford Foundation Center for Social Justice

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 are thinking about hosting an event or have questions about these guidelines, please reach out to the foundation's convening and dining operations team at [**events@fordfoundation.org**](mailto:events@fordfoundation.org).

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Eligibility and restrictions

Eligibility

Ford Foundation staff, grantee, nonprofit, and 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, it must aim to achieve at least one of the following objectives:

- Meet the needs of Ford Foundation grantees and their missions
- Advance the Ford Foundation's program strategies
- Strengthen the Ford Foundation as an institution, and its leadership
- Serve the needs of mission-aligned social justice organizations
- Serve the broader charitable or education sector

Restrictions

The following types of events are not permitted at the Ford Foundation Center for Social Justice:

- 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 confirmation

Booking windows

To be considered for eligibility, organizations must complete and submit an event inquiry form on the foundation's website, fordfoundation.org. Booking is available for organizations during the following windows:

- Staff event requests: 12 months prior to requested event date
- Grantee requests: 9 months prior to requested event date
- Event requests by parties who are not grantees or tenants: 6 months prior to requested event date

Organizations are encouraged to submit inquiries at least 6 weeks prior to their requested event date, to ensure that room requirements and services can be secured.

The foundation will review submitted event inquiry forms and inform the organization of eligibility within two business days.

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 or special event needs, insurance and an event deposit are required.

Event fees, insurance, and cancellation

Fees

The foundation does not charge a venue rental fee. Fees do apply for catering, dedicated audiovisual support, equipment rentals, additional security, and special event services. For events outside of regular event hours, overtime staffing and building services fees also apply. Event fees will be collected by Patina FF, LLC. via credit card, check, or wire transfer.

Deposit

For events with anticipated service fees or special event needs, a 25 percent deposit of estimated event costs will be due two weeks prior to the event date.

Final payment

The final payment for the remaining balance will be due two weeks after the event date.

Certificate of insurance

Event organizers will be required to 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 within three business days of the event dates, the host will be responsible for covering 100 percent of all scheduled service fees.

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.

Event and building information

Event hours

Regular event hours are Monday-Friday from 9:00 am-6:00 pm. 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.

The foundation is closed 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 event needs.

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 contact events@fordfoundation.org.

Animal access

Guide dogs and service animals are permitted at the Ford Foundation Center for Social Justice. Other animals are not permitted.

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

Event staff

Upon confirming an event, an events 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, and 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 does apply 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

Patina Restaurant Group 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.

Alcohol service

Alcohol service is permitted after 6:00 pm and handled through the Patina Restaurant Group.

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 event contact for an additional fee.

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, event date, and name of the foundation event contact.

Arrangements to have packages picked up from the foundation after an event can be made with the Convening Operations team. The event organizer will be responsible for packaging and all delivery fees.



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 Convening Operations team. A certificate of insurance is required and must be submitted at least two business days prior to use.

Mothers' room

A room is available for nursing mothers hosting or attending an event. Reservations for the space can be arranged through your foundation event contact.

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.

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. Nearby parking garages are located on 41st and 43rd Streets between Second and Third Avenues.

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.

Attendee lists

Event lists must be submitted to your foundation event 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.

Registration

A dedicated registration area will be set up for events with 30 or more attendees. The event organizer is responsible for securing their own registration staff.

For events with 29 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 at registration.

Attendee badges

The foundation will provide printed badges for all event attendees registered for an event. Attendees must have a badge with them 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

Video and/or audio recording within your reserved event space is permitted. Recording outside of your dedicated event space requires written approval by the Ford Foundation.

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 inquiry 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 events@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 promptly.

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](#).

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.