



The Colorado Health Foundation™



# External Meeting Requests

Need a space for a meeting or special event? We're here to help! The Colorado Health Foundation offers space for current grantees, nonprofits, and community-based human services organizations.

Please email [support@coloradohealth.org](mailto:support@coloradohealth.org) with the the following fields for us to better service your request:

- Organization name:
- Requestor name & phone number:
- Type of organization – Are you a Grantee or a Human Services organization?
- Event purpose:
- Date & time of the event - Please include 30 minutes on either end for set-up and clean-up:
- Number of expected attendees:
- What type of AV Support will you need?
- Will there be food at your event?
- If applicable, the date of your last meeting was held at CHF:

Please note, external meetings can be hosted Tuesday through Friday during our office hours of 8AM – 5PM. Our space **is not available** for fundraising, political, parties/receptions, personal, or religious events. We cannot accept recurring reservations (e.g., every board meeting, monthly meetings, etc.).

All requests are subject to a seven-day vetting process.