



The California Endowment

SACRAMENTO REGIONAL OFFICE

1414 K St. Suite 500, Sacramento, CA 95814

Main: 916-558-6760 Fax: 916-558-6770

Guidelines for Using the TCE Conference Rooms

Please take a few moments to read the following information and to pass it along to all of your attendees before the start of your meeting. This information is designed to help your meeting at The California Endowment (TCE) be successful and the experience enjoyable for everyone.

- **TCE does not offer printing services. Please bring all necessary materials with you.**
- **Please keep noise levels to a minimum around the lobby, as we have staff working.**
- **TCE does not provide supplies (pens, paper, notebooks, etc.).**
- **Please do not stick or attach anything to the artwork (Power Up sign along the back wall) in the “Power Up” room.**
- **TCE does not provide tea and coffee service.**
- **Easel pad paper may be adhered to walls and windows (except Power Up artwork).**
- **Please note that the elevator does not unlock until 8 AM. Guests’ will not be able to access TCE’s office if they arrive before 8 AM.**
- **Please be mindful of TCE’s closing time (doors lock at 5PM)**
- **Please use painters tape to attach materials to the wall.**
- **TCE does not provide parking**
- **Please do not overcrowd the elevator. Overcrowded elevators get stuck and the Fire Department will have to come.**

Thank you and enjoy your meeting!