LEGACY OF SPENCER & JULIE PENROSE

Built as a single-family residence in 1910, the home was purchased by Spencer and Julie Penrose in 1916. The home became a gathering spot where important business was conducted and visions were transformed into reality.

Today, the house has become a conference center for Colorado nonprofits. In 1992, El Pomar Foundation, established by the Penroses, purchased and designated Penrose House as an education and conference center for Colorado’s nonprofit sector. Penrose House was officially listed on the National Register of Historic Places in 1995.

QUALIFIED ORGANIZATIONS & REQUESTS

Use of Penrose House space is provided by reservation at no cost for qualified organizations and requests:

The Penrose House facility is limited to eligible 501(c)3 organizations and government agencies with a maximum of six (6) visits per calendar year. To ensure Penrose House is able to accommodate as many eligible 501(c)3 organizations and government agencies as possible, cancelations and/or rescheduled reservations within two months of the reservation date will be applied to the six visit rule for that calendar year.

Qualified requests are strategic or productive in nature. Social, networking, celebratory or recognition-oriented events do not qualify.

USE OF PENROSE HOUSE

We ask that guests refrain from bringing children or pets to Penrose House, as the facility is not designed to accommodate associated needs. Exceptions are made for service animals.

Penrose House is a non-smoking facility. Smoking is permitted in designated areas on the property. Please discuss with Penrose House staff.

Penrose House does not accommodate weddings, private functions or fundraisers.

Professional or amateur photography sessions are not permitted.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>8:00am-7:30pm</td>
</tr>
<tr>
<td>Wednesday - Friday</td>
<td>8:00am-5:00pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00am-3:00pm</td>
</tr>
</tbody>
</table>

Open two Saturdays per month, please call for dates and availability.

TOURS

Penrose House guided tour are free to the public and available by reservation only on Mondays at 10:00am and 2:00pm.

Call (719) 577-7000 for reservations.
MEETINGS

In accordance with Spencer and Julie Penrose's wishes to serve the people of Colorado, we look forward to working with you to plan your meeting at Penrose House. To ensure the best experience for you and your group, please observe these guidelines.

SCHEDULING

Meeting requests are considered on a first-come, first-served basis.

All requests must be submitted at least one (1) week prior to meeting date requested.

A minimum of four (4) hours is required for all meetings.

Separate dining space is limited and available on a first-come, first-served basis.

Changes to the original meeting request details, such as room setup, amenities, or additional space must be made a minimum of two (2) business days in advance of scheduled meeting.

Organizations are not permitted to charge for meeting participation, except to cover catering expenses and/or program costs and materials.

Penrose House reserves the right to make changes to room assignments and layouts as needed.

Fundraising is not permitted.

Use of Penrose House is at the discretion of El Pomar Foundation.

AMENITIES

Penrose House offers a variety of equipment at no cost. The standard set up includes:

- WiFi
- Projection capabilities: screen, projection, audio and connection cables (HDMI & 15PIN VGA) are available.
- Power strip: each room has the ability for the presenter to access power. Additional power strips available upon request.
- Whiteboards: meeting rooms are supplied with one whiteboard. It is possible to request another but availability is not guaranteed.
- Lectern: most rooms will have a lectern. The exception is the board rooms where the board table itself replaces the lectern.

All equipment should be operated in accordance with its intended use. Notify Penrose House staff immediately in the event of faulty or damaged equipment.

Business services such as photocopying are available. Please inquire with Penrose House staff for your needs.

DAY-OF MEETING

Check-in with Penrose House staff for instructions.

Do not alter room layouts or setups.

Do not post documents or artwork on windows. Documents should only be hung on the walls using the tape provided in the meeting space.

Conclude your meeting in time to clean up and exit by the scheduled end time. Trash and recycling receptacles are provided.

Return the meeting space to the condition in which you found it. Your organization may be subject to a $25 maintenance fee if the room is left in an unsatisfactory condition.
CATERING
Organizations have two options for bringing external food to their meetings:

**Authorized caterers**
Penrose House has a list of authorized caterers. These caterers have submitted copies of their business license and proof of insurance. Without these documents, organizations are not permitted to cater at Penrose House.

Organizers work directly with the caterer of their choice to arrange menu selection and delivery (if applicable). Penrose House will need the name of the caterer that you selected as part of your reservation process.

Please note: due to being an historic landmark, there are certain rooms at Penrose House that cannot have open flames. Caterers generally use open-flame sternos to warm hot menu items. If you are planning a hot meal, please inform Penrose House staff to ensure there is no restriction on your meeting space.

**Organizations provide own food items**
All food items must be store-bought and commercially prepared (NO POTLUCKS).

Food cannot require heating or refrigeration (if meals require this, organizations must go through an authorized caterer).

Organizers will need to supply any plates, napkins, serving dishes/utensils, and eating utensils that the food items require (Penrose House does not stock these items).

**BEVERAGE SERVICE**
Penrose House happily provides a complimentary beverage service consisting of water, hot tea, coffee (decaf available on request) and soda (Coke, Diet Coke, Sprite, and La Croix sparkling water). Sugars, sweeteners, creamers, stir sticks, cups and napkins are included in the beverage service.

**PENROSE HOUSE GENERAL INFORMATION**

**Common Spaces**
The Library, Salon, and Foyer are considered common areas and should not be used for meeting purposes. Courtyards are considered unrestricted common areas and you are welcome to enjoy these spaces when not otherwise occupied.

**Security**
In an effort to ensure the safety of Penrose House staff and guests, security cameras with 24-hour video surveillance have been installed throughout the property.

**Parking**
Designated guest parking is available on the west side of the property. Please do not park in staff parking areas.

**Damage/Injury/Emergencies**
Please notify Penrose House staff immediately in the event of any accident, injury or damage to Penrose House property.

For additional information contact:
(719) 577-7000
www.elpomar.org/penrose-house/