

Building Equity, LLC – Public Building Use Policy

1112 Plaza Del Norte, Española, NM 87532
Phone: (505) 753-8890



Building Equity, LLC, a subsidiary organization of the LANL Foundation, offers meeting space to outside organizations that are granted permission through the application process. Building Equity's goal is to provide a warm and welcoming environment that allows guest organizations to host productive meetings, trainings, and other gatherings. Building Equity has three meeting rooms of various sizes and on-site parking for added convenience.

Eligible Organizations

Meeting space at the Building Equity is available free-of-charge (with exceptions) to not-for-profit, education and Los Alamos National Laboratory groups that are willing to comply with all of the criteria contained within this policy.

Meeting Space Availability

- **Open to the public:** Monday–Thursday, 9:00am– 4:30pm
- **Closed to the public:** Fridays, weekends, and holidays
- **Weather closures:** During winter months, the LANL Foundation follows the Española Public School District schedule for inclement weather. **NOTE:** If there is a two-hour delay or closure, it is your organization's responsibility to notify your attendees.

For Your Convenience

Building Equity will provide guests with pre-meeting assistance as needed in the following areas:

- General information about the facility
- Preview of meeting space to determine which room best meets the your organization's
- Helpful suggestions on room arrangement and setup
- Assistance with technology training prior to the start of the meeting is highly recommended

Guest Services

Building Equity offers a number of amenities designed to enhance the productivity of gatherings:

- Handicap accessibility inside and outside the entire facility
- Parking for 40 vehicles, including six handicap parking spaces.
- Courtesy phones available in the kitchen and main lobby for local calls only
- Staff support for setup of in-house technology resources

Groups are responsible for running multimedia equipment during meetings. Please check with Building Equity well in advance of the meeting for specific equipment instructions. Available multimedia equipment includes Plasma screen (Board Room) or DLP overhead projector with large screen (Conference Room), DVD, VCR, teleconference system, and wireless internet service.

Schedule a Meeting

Complete the Meeting Space Request Form and fax it to (505) 753-8915 or email to patsy@lanlfoundation.org at least one month prior to the scheduled event. Meeting space requests are considered on a first-come, first-served basis.

It is recommended that the form be submitted at least one month prior to the scheduled event. Please note that reservations may not be made more than four months in advance without special approval.

To ensure that the meeting space is available to as many organizations as possible, the use of meeting space is limited to no more than once a month for a maximum of three consecutive days. Please also note that organizations are generally not allowed to charge for meeting participation, and any exceptions must be approved in advance by the LANL Foundation Building Manager.

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Catering Services

Building Equity offers a catering kitchen equipped with ample counter space, two refrigerators, microwave, coffee maker, double basin sink, two dish washers, and two ovens.

Organizations are required to be present when the caterer arrives and remain until they depart the property. Groups are also required to use an approved caterer from our list of vendors:

1. **Janet Malcom:** (505) 901-9354
2. **El Paragua Restaurant:** (505) 753-3211
3. **Joanne's Rancho Casados:** (505) 753-1334
4. **La Cocina Restaurant:** (505) 753-3016

Setup & Cleanup

All groups are responsible for the setup and cleanup of the meeting space. Please leave meeting rooms and kitchen as they were when you arrived. Upon completion of your meeting/event, please notify a staff member prior to departure from the facility.

Food and beverage waste should be properly discarded in the kitchen, and all trash and recyclables should be placed in the appropriate containers located in the garage adjacent to the kitchen.

Organizations will be required to reimburse Building Equity for any damages to meeting space or equipment. All alcoholic beverages and red juices are strictly prohibited. **Pets are not allowed on the premises, with the exception of service dogs.**

Working Facility

While we enjoy meeting visitors, Building Equity/LANL Foundation is a working facility. We ask that guests be respectful of staff.

- Please keep noise levels, hallway conversations, and unscheduled visits with staff members to a minimum.
- Limit cell phone use to the kitchen or courtyard.
- Provide a facilitator to greet and direct guests to the appropriate meeting room or post directional signage
- Enter and exit the building through the main lobby.
- Please bring your own supplies and materials. Copies may not be made on-site.

For More Information

For inquiries and to schedule a tour of Building Equity meeting spaces, please contact the receptionist at (505) 753-8890.

Directions to Building Equity & the LANL Foundation

We are located at 1112 Plaza del Norte, Española, New Mexico 87532.

From Santa Fe (approximately 40 minutes north):

- Take Highway 285/84 north through Pojoaque and into Espanola.
- Once in Espanola, Hwy 285/84 becomes Hwy 68, also known as Riverside Drive, a major thoroughfare through town.
- At the intersection of Riverview Dr. and Fairview Drive, turn left onto Fairview and travel approximately two miles, crossing the Rio Grande River up to a stoplight.
- Travel through this intersection and turn right onto Calle de la Merced.
- Make the first right turn onto Plaza del Norte and go to the end of the drive.
- Building Equity/LANL Foundation is straight ahead.

From Los Alamos (approximately 25 minutes northeast):

- Take Hwy 503 down the mountain and exit onto Hwy 30.
- Upon entering Espanola, turn left on Hwy 285/84, also known as the Chama Hwy or Paseo De Oñate.
- Drive a couple of miles to the intersection at Fairview Lane/Industrial Park Road.
- Turn left onto Industrial Park Road.
- Travel up the hill and turn right onto Calle de La Merced.
- Make the first right turn onto Plaza del Norte and go to the end of the drive.
- Building Equity/LANL Foundation is straight ahead.