

Meeting Rooms Policies and Procedures

The Marin Community Foundation and MCF Property Holdings, in cooperation with the Center for Volunteer and Nonprofit Leadership, is pleased to be able to offer conference and meeting rooms to Marin-based nonprofit community groups at little or no cost. To enable us to continue to offer these rooms to a large number of groups on a regular basis, we require that you read the following policies and procedures, which explain how this process works. This document contains:

1. How to Reserve a Meeting Room
2. Procedures to Follow Upon Arrival
3. Information for Your Group Members
4. Accessing and Using Meeting Rooms after Business Hours
5. Check-Out Procedures Preview
6. Agreement of Policies and Procedures

If you have any questions, please contact the Reservations Coordinator at 415.464.2562. The agreement must be signed and dated by a designated contact person for your organization. Your nonprofit organization will be held responsible for following all of the required procedures.

How to Reserve a Meeting Room

- 1. Eligible groups:** Only Marin-based nonprofit community groups can use the Foundation's and MCF Property Holdings' meeting rooms. No commercial use is permitted. We require a copy of your IRS 501(c)(3) letter, a certificate of insurance naming Marin Community Foundation and MCF Property Holdings as additional insured, and a signed Policies and Procedures Agreement document prior to your meeting.
- 2. Description of Rooms:** Our meeting and conference rooms are located at four buildings in Marin County. Full descriptions of the buildings and rooms can be found online on MCF Property Holdings' website: http://www.mcfph.org/meeting_rooms.html.

Marin Community Foundation

5 Hamilton Landing, Novato, CA 94949
Redwood Room
Oak Room
Maple Room

Marin Nonprofit Resource Center

555 Northgate Drive, San Rafael, CA 94903
Downstairs Meeting Room
Upstairs North Meeting Room
Upstairs South Meeting Room

Marin Justice Center

30 N. San Pedro Road, San Rafael, CA 94903
Main Conference Room

- 3. Reservation:** Room reservations are made online using the [Meeting Room Calendar](#). First-time users will be prompted to set up an account and will need to provide the required documentation listed above prior to reserving a room.

When making a room reservation, we recommend adding 30 minutes to the beginning and to the end of your requested time for set up and break down. It is your responsibility to make copies and bring supplies needed for your meeting and understand the audiovisual equipment.

If you have no prior experience with audiovisual equipment, you may want to schedule a time to come before your meeting to practice.

Our Check-out Procedures list will make it easy to leave the room in the same condition you found it.

- 4. Frequency:** Groups will be able to use our meeting rooms on a first-come, first-serve basis for a maximum of two times per month. It is possible to make your monthly/bi-monthly meeting a regular event. It is your responsibility to keep track of your group's usage. If we feel that your group is not following the policies and procedures and/or we have charged your group the \$250.00 penalty three times, we reserve the right to revoke the group's access to our rooms.
- 5. Availability:** Room availability varies by location and is listed online. Generally, meeting and conference rooms are available from 8:00 a.m. until 9:30 p.m. during the week. Weekend use is available in some locations. Please refer to the building and room descriptions online. In the rare case we need the room for an unforeseen internal meeting, we will unfortunately ask you to reschedule.
- 6. Catering:** The rooms are available for catered meetings. We do not have refrigerator space to store food, so it is important to schedule your food drop-off time to coordinate with your break. Please make all arrangements as necessary with your caterer, including delivery and pick-up times, clean-up, and supply of all plates, glasses, utensils, and napkins. Catering materials cannot be left overnight in our meeting rooms or kitchen.

Procedures to Follow Upon Arrival

- 1. Check-In:** We require the contact for the group to check in at Reception when using meeting rooms at any of the buildings, with the exception of the Marin Justice Center. It is important for Reception to know who you are. At this time we will give you a clipboard with the Check-Out Procedures. This is also an opportunity for you to let Reception know of any miscellaneous items—e.g., who the caterers are or any questions you might have.
- 2. Your Room:** For most buildings, meeting room schedules are located outside of each individual room.
- 3. Kitchen:** Kitchen service is available at each of the buildings. Typically, our kitchens offer a refrigerator, microwave oven, coffee maker, sink, and dishwasher.
- 4. Your Group:** As the contact for your group, it is your responsibility to have the members follow all applicable policies. Before your meeting starts, please instruct them to read the “Information for Your Group” document that is located in each room in a plastic stand. If your room does not contain one of these displays, please let Reception know. If you dispersed the “Information for Your Group” polices prior to the meeting, we find it is helpful to remind the attendees again once they are here. Please inform your group of where the restrooms are. **It is important to explain to your group that you are the contact for the meeting and that Reception is not.**

Information for Your Group Members

As the contact person, you will be responsible for your group being informed of and following these policies. They are displayed in each of the meeting rooms. You can either distribute this information prior to your meeting or read them aloud before your meeting. We recommend both.

- 1. Our buildings are open-office environments:** Sound travels very easily throughout our buildings. Please take into consideration the tenants, staff, and guests of the buildings. Do not talk loudly at reception, in the halls, or outside of the meeting room. We ask that you use your “inside voice.”
- 2. Cell phones:** Keep them on vibrate and use them in your designated meeting room only. The speakerphone setting should not be used in the building. Do not talk on your phone at reception, in the halls, or directly outside the meeting room.
- 3. Breaks:** Keep the door to your meeting room closed and avoid loud conversation in the public areas. Please do not congregate around the Reception area. At some of the buildings, there are tables and chairs located outside and available for socializing.
- 4. Designated area:** In partnership with the Marin Arts Council, many of our buildings display art exhibits in public areas. Guests may walk around the building to view the art exhibit; however, cell phones are not to be answered, and please remember that the Marin Community Foundation and nonprofit tenant staff are working throughout the space. Please keep conversation to a minimum while outside your meeting room.
- 5. Room condition:** Your group will be charged \$250.00 if the room is left unclean, if there are any missing items, or if there is any damage.
- 6. Bathrooms:** Bathrooms are clearly marked in each building, as well as on the accompanying maps in this document.
- 7. Entering/existing:** Use ONLY the lobby doors on the first floor when entering or leaving.

Accessing and Using Meeting Rooms after Business Hours

- 1. Access code:** Each of our buildings utilizes a security access system, which requires either the presentation of an authorized security card or the entry of an authorized numeric code. Prior to your after-hours meeting, you will be assigned a numeric code that is unique to your organization. This code is also date- and time-specific for your meeting. You will need to enter your code on the keypad located next to the building's lobby door. At the Marin Community Foundation, you will need to enter the code at the reader located to the left of the exterior doors and *again* on the keypad to the right of the interior glass lobby doors. Use of the card or code temporarily unlocks the door to permit entrance and then automatically relocks to outside users when the door is closed.

You must enter and leave by the lobby doors only. **DO NOT HOLD OR PROP OPEN THE DOORS OR YOU WILL SET OFF THE BURGLAR ALARM. ALSO, DO NOT POST YOUR CODE ANYWHERE.**

Prior to your meeting, please give directions, entry code instructions, and the name of the meeting room you will be using to all your attendees. You may NOT post signs of any kind in or around the building. If you expect people to arrive late, or if you can't reach all your attendees, we suggest that you have someone stationed at the door to let them in.

To use the access code provided to you, you will need to press the # button, then the code, then the * button.

- 2. Restricted areas:** With the open-space design at some of our buildings, your access within each building may be limited. For example, at the Marin Community Foundation there is a gate across each of the restricted areas. If you are unclear as to where you or your guests may go, we suggest that you visit the building prior to your meeting to preview the meeting space and to go over access instructions with the reservations coordinator or the receptionist.
- 3. Automatic heating/ventilation and air conditioning (HVAC) system:** The heating and cooling systems in the buildings typically shut down at the end of the business day. If you are meeting after hours or on the weekend, please contact the Reservations Coordinator for site-specific instructions regarding the HVAC system at your location.
- 4. Lights:** Lights in the buildings also typically shut off shortly after the end of the business day. Many of the lights are motion sensitive and will turn back on with movement. You may also press the light switch on the wall, and the lights will stay on for another two hours. When you leave, please turn off the lights.

- 5. Completion of meeting:** All members of your meeting must be out of the building by **9:30 p.m.**, so plan your meeting time and clean-up accordingly. Otherwise, the alarm system will be triggered, resulting in a \$250 charge.

Note: The property manager is available after hours and on the weekends at 415.606.1405 should you encounter any problems with access. Please carry this phone number with you.

Check-Out Procedures

(for conference rooms at the Marin Community Foundation only)

This is a copy of the Check-Out Procedures to read in advance of your meeting. You will receive another copy when you check in at Reception the day of your meeting.

Our goal is to have the room readily available for a meeting immediately following yours. When you are done with your check-out, please sign, date, and return the form to the Receptionist. If it is after hours, leave it on the counter at Reception. We do have a cleaning service; however, it is not their responsibility to clean up after your meeting. If you have any questions, please let us know.

Check off each item as you complete them:

- Chairs straightened and pushed in
- Tables back in their original order
- Table/counters wiped off (Windex/paper towels located in cabinets below the counter)
- Counter items positioned as you found them
- Floor vacuumed if necessary (if available, a vacuum will be located in the room's closet)
- All equipment in the cabinets has been kept on, *except* the VCR or DVD if you used them
- Redwood Room: Screen and shades back up
- Lights turned off
- If your meeting is at night/weekends: HVAC (heat, ventilation, and air conditioning) has been turned off by pressing “3” then “4” on the control panel
- Trash is thrown away or recycled. If your meeting is on a Friday or weekend, please remove the trash from the building.
- Catering equipment is picked up. You may not leave the equipment here.
- Bathrooms as clean as when you came

If you used the kitchen:

- Dirty dishes placed in the dishwasher
- Kitchen counters cleaned/cleared
- Coffee makers cleaned
- Coffee makers turned off (only if your meeting was at night or on the weekend)
- Food items thrown away or removed from the building

Please leave by the lobby doors *only*.

Policies and Procedures Agreement

Please complete this form and send it separately to Reservations Coordinator, MCF Property Holdings, 5 Hamilton Landing, Suite 200, Novato, CA 94949. This form may also be faxed to 415.464.2555 or emailed to reservations@mcfph.org.

By signing this agreement, I agree to the following as the person responsible for this group:

- To ensure all participants will have left the building by 9:30 p.m.
- Not to set off the building's burglar alarm system; if we do, we agree to pay a fee of \$250.
- To stay within the building's designated areas as defined by the enclosed maps.
- To indemnify, defend, and hold harmless Marin Community Foundation, MCF Property Holdings, and any agent or employee of Marin Community Foundation from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operations performed by the group named below.
- To follow all procedures and policies established by the Marin Community Foundation and MCF Property Holdings for the use of their meeting rooms.
- To inform the group of the policies.
- To be responsible for any charges resulting from non-compliance with these procedures.
- If I do not comply with the Check-Out Procedures, I agree to pay \$250 (this is in addition to the \$250 charge if we set off the burglar alarm).
- Not to use alcoholic beverages within any of the buildings.
- I agree to sign this form and turn it in before my organization's first meeting.
- By signing below, I confirm that I have received and read ALL materials in the Meeting Rooms Policies and Procedures document.

Organization name: _____

Phone: _____ Fax: _____

Contact person: _____

Contact person's email address: _____

Contact person's phone (if different from above): _____

Signed and accepted:

By: _____
(Signature)

For: _____ Date: _____
(Organization Name)