



**FACILITY USE REQUEST FORM**

(415) 462-1220 – Fax (415) 462-1225

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone Number \_\_\_\_\_ FAX \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Time of Day requested \_\_\_\_\_

Group Size: **Seminar Room** (Maximum 50 people) \_\_\_\_\_ **Board Room** (Maximum 18 people) \_\_\_\_\_

**Seminar Room Set Up**

- Seating for \_\_\_\_\_ at tables classroom style
- Seating for \_\_\_\_\_ at tables Board Room style
- Seating for \_\_\_\_\_ at tables in “U” shape
- Seating for \_\_\_\_\_ theater style

Equipment needed:

- TV/VCR
- LCD Projector
- Flip Chart

Type of Activity \_\_\_\_\_

Purpose (Please describe the nature of the meeting(s))

\_\_\_\_\_

Will you provide food or beverage? \_ Yes\_ No – Name of Caterer \_\_\_\_\_

**For Office Use Only**

Date Approved by MBA \_\_\_\_\_

Date Confirmation Letter Sent \_\_\_\_\_

Date Agreement Sent \_\_\_\_\_ Date Signed Agreement Received \_\_\_\_\_

Date Deposit Received \_\_\_\_\_ Date Payment Received \_\_\_\_\_

# SEMINAR ROOM

**Seminar Room Capacity:** 50 persons

**Equipment available:**

- ❖ The room can be arranged in a “U” configuration, in rows, or in rows without use of tables, or board room style. **The room can also be setup with round tables that will seat approximately 48.**
- ❖ A pull down screen
- ❖ Color TV and VCR
- ❖ LCD projector
- ❖ The room contains a lectern with portable and stationary microphones
- ❖ A flip chart is located at the end of the room
- ❖ Kitchen availability with refrigerator, micro wave, stove

<u>Use Rates</u>	<u>MBA Members</u>	<u>Non Members</u>
Full Day	\$200	\$300
Half Day	\$100	\$200
Evenings	\$200	\$300
Weekends	\$400	\$600
Kitchen Use	Catered only	Catered only
Alcohol	Board Approval	No

**Audiovisual Equipment**

TV/VCR	\$50	\$100
LCD Projector	\$50	\$200
Flip Chart	No Charge	\$20

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# BOARD ROOM

**Board Room Capacity:** 18 persons

**Set Up:** Board room table and chairs

**Equipment available:** Same as above

**Use Rates:** \$50 per hour 8 A.M. to 5 P.M., \$75 per hour after 5 P.M. **(2 hour minimum)**

## MBA SEMINAR AND BOARD ROOM RULES

It is the intent of the Marin Builders Association (MBA) to make its facilities available to members (and non-members as appropriate) in a fiscally responsible manner. The Meeting Room is available for use at reasonable rates with adequate advance scheduling. Association sponsored programs and events will have first priority in scheduling.

The MBA Board of Directors has established the following criteria and policies for the use of the meeting facility:

- 1. Room Availability.** Space is available to all Marin Builders Association members and non-members for a use fee. **The Rooms are available Monday through Fridays from 8:00 a.m. to 5:00 p.m.** In the event more than one-group requests the facility for the same date, the facility availability will be on a first come first reserved basis. The Executive Committee must approve evenings and weekend usage. Approval and/or disapproval by the Executive Committee will be given within five days of the request. The Executive Committee has the sole discretion to deny any and all such applications for any or no stated reason. An additional fee will be charged for staff overtime required after normal working hours. Arrangements for the Room should be made in advance by contacting the Association at least two (2) weeks prior to the date needed.
- 2. Parking.** Parking during the day is limited to approximately 20 parking spaces and in the evenings to approximately 27 spaces. We strongly encourage car pooling.
- 3. Equipment.** Audiovisual equipment will be charged at current rates. Equipment reservations must be made at the time arrangements are made for the room.
- 4. Insurance.** Any member or non-member interested in using the MBA Seminar/Board Room must provide to MBA (prior to the date the room is used) a Certificate of Insurance confirming General Liability Insurance Coverage (minimum of \$1,000,000 coverage), naming MBA and its officers as additional insured.
- 5. Smoking.** No smoking is allowed in the MBA building.
- 6. Refreshments.** Arrangements may be made to utilize the MBA kitchen facilities. MBA does not provide kitchen utensils, coffee, ice or any other supplies. No alcohol is allowed in the room unless authorized by the Board. If alcohol is permitted, the Group is responsible to obtain the necessary ABC licenses prior to the event.
- 7. Room Maintenance.** The Group is responsible for keeping the room as clean as it is found. In the event carpet is soiled or any equipment damaged, the Group will be billed for the cost of cleaning or repairing of equipment. Tables, chairs, and equipment used are to remain in the room and put back in place at the end of the meeting session.

8. **Kitchen Use.** The Group shall be responsible to leave the kitchen area as clean as it is found. In the event that kitchen clean up is required by the Association staff, charges will be billed to the Group. The kitchen may be used as a staging area for food service. No cooking, frying, baking or roasting is permitted. Warming of foods is permitted by prior arrangement. If a caterer is to be used, the Association reserves the right to approve the caterer selected by the Group. Consequently, catering arrangements should be reviewed with Association staff well in advance of the planned event.
  
9. **Displays or exhibits.** The MBA will not permit the affixing of anything to the walls, floors or ceiling of room(s) with nails, staples, tape or any substance. In the event this is done, and any damage is suffered, the cost of repair and/or replacement will be billed to the Group.
  
10. **Security Deposit.** A \$250.00 security deposit is required at the time of scheduling the event. Full payment of the room fee must be received the day prior to the commencement of the event. In the event of damage to any of the facility, interior or exterior, meeting room or kitchen, the Executive Committee may at their discretion apply the security deposit towards any damages and/or staff clean-up time.
  
11. **Indemnity.** The Group hereby agrees to indemnify, defend and hold the Marin Builders Association harmless in any action, claim or lawsuit arising out of or related to the use of the facility and/or service or preparation of any food or beverage served at the MBA facility to attendees of the Group's function, regardless of any negligence by MBA.
  
12. **Facility Use Limitations.** Use of the facility shall be restricted to the Seminar/Board Room, kitchen area and public restrooms. Any other parts of the building are strictly off limits.
  
13. **Cancellation.** It is agreed that if the group cancels this agreement less than 72 hours before the event, the Group will forfeit the amount of the security deposit.
  
14. **State, Federal and Local Law Compliance.** The Marin Builders Association requires that the Group adhere to all applicable provisions of federal, state and local statutes as established by law.
  
15. **Damage to the Facility.** Any damage to the facility, interior or exterior, meeting rooms and/or equipment will be charged to the Group.

The undersigned has read and understands the policies for use of the Marin Builders Association Facility. By signing this Agreement, the user accepts full responsibility and terms of this agreement.

Requesting Organization/Business \_\_\_\_\_

Signed By \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

**Please return to: Paula Krause – Marin Builders Association Fax (415) 462-1225  
660 Las Gallinas Avenue, San Rafael, CA 94903**