

NEED A ROOM FOR YOUR NEXT MEETING?

PREMIUM ROOMS AVAILABLE FOR RENT

CONVENIENTLY LOCATED IN SAN RAFAEL NEAR HIGHWAY 101



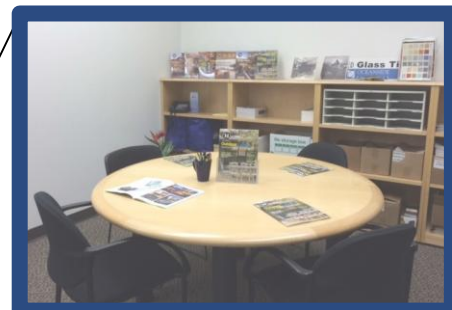
Our fully equipped **Seminar Room** can accommodate up to 50 people comfortably. The room can be set-up classroom, banquet (round tables) theatre or U- shape. Sound system, podium with microphone, built in projector and screen, free standing flip charts, two exit doors, and Wi-Fi access are all included.

Full kitchen available to help make your event enjoyable and productive.



The **Board Room** will accommodate up to 22 people and is adjacent to the full kitchen. It has conference call and Wi-Fi capability.

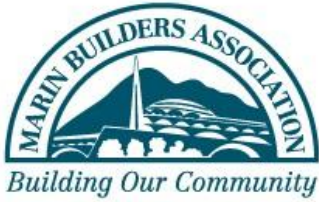
The **Library** is the perfect place for a client or small team meeting of 6 or less.



ROOMS TYPICALLY AVAILABLE M-F FROM 8am-5pm. EXCEPTIONS CAN BE MADE FOR SPECIAL CIRCUMSTANCES.

****PRICING AND SPECIFIC RENTAL INFORMATION AVAILABLE ON OUR ROOM RENTAL AGREEMENT. ****

TO MAKE YOUR RESERVATIONS, PLEASE CONTACT CARY DACY AT (415) 462-1220 OR EMAIL Cary@marinbuilders.org



FACILITY USE REQUEST FORM

660 Las Gallinas Ave
San Rafael, CA 94903
marinbuilders.org

(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 _____

Room Preference (Check One): Seminar Room Board Room

Estimated Group Size: _____

Seminar Room Set Up (Select One)

Seating for _____ at classroom style

Seating for _____ at tables in "U" shape

Seating for _____ theater style

Equipment needed: Please Initial

_____ LCD Projector _____ Podium & Microphone

_____ Flip Chart _____ WI-FI Access (Currently 10mbps max)

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 _____

Staff Initials _____

MBA SEMINAR ROOM

Seminar Room Capacity: 50-80 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 48-52.
- ❖ Pull down screen with LCD Projector
- ❖ Lectern with portable and stationary microphones, and flip charts
- ❖ Full kitchen available with refrigerator

<u>Base Use Rates</u> (Non-Profits subtract 10%)	<u>MBA Members</u>	<u>Non-Members</u>
Full Day (Over 4 Hours)	\$300	\$500
Half Day (Up to 4 Hours)	\$200	\$300
Evenings (after 5pm)	Hourly Rate	Case by Case
Weekends	Hourly Rate	Case by Case
Kitchen Use	Catered only	Catered Only
Alcohol	Requires Approval	No

THERE IS A \$200 MINIMUM FEE FOR ALL ROOM RENTALS

Please initial to acknowledge rates _____

Evening and Weekend Hourly Rates: \$200 per hour (2 hour minimum - case by case) - Client Initial _____

MBA BOARD ROOM

Board Room Capacity: 22 persons

Set Up: Board Room table and chairs

Equipment available: Kitchen may be used as a staging area for food service only. Warming of foods is permitted by prior arrangement.

THERE IS A \$200 MINIMUM FEE FOR ALL ROOM RENTALS

Please initial to acknowledge rates _____

Evening and Weekend Hourly Rates: \$200 per hour (2 hour minimum - case by case) - Client Initial _____

MBA LIBRARY

Room Capacity: 6 persons

Rates: Complimentary for Members. Non- Members \$50 per hour.

Library available from 8 A.M. to 5 P.M. only, (2 hour minimum) - Client Initial _____

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. **Client Initial**_____

The MBA 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 Friday 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 CEO will be given within five days of the request. The CEO 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 rental should be made in advance by contacting the Association at least two (2) weeks prior to the date needed. **Client Initial** _____
- 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 or informing attendees to utilize the free parking across the street. **Client Initial** _____
- 3. Equipment.** Audiovisual equipment will be charged at current rates. Equipment reservations must be made at the time arrangements are made for the room. **Client initial**_____
- 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. **Client Initial**_____
- 5. Smoking.** No smoking is allowed in the MBA building. **Client Initial**_____
- 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 previously authorized. If alcohol is permitted, the Group is responsible to obtain the necessary ABC licenses prior to the event. **Client Initial**_____
- 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. **Client Initial**_____
- 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, hourly charges of \$100/hr 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. **Client Initial** _____

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. **Client Initial** _____

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 MBA may at their discretion apply the security deposit towards any damages and/or staff clean-up time. **Client Initial** _____

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. **Client Initial** _____

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. **Client Initial** _____

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. **Client Initial** _____

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. **Client Initial** _____

15. **Damage to the Facility.** Any damage to the facility, interior or exterior, meeting rooms and/or equipment will be charged to the Group. **Client Initial** _____

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 _____

(Renter) Requested and Agreed Upon By _____ Date _____

(MBA) Accepted and Approved by _____ Date _____

**Please return to: Cary Dacy – Marin Builders Association
Phone (415) 462-1220
Fax - (415) 462-1225
E-Mail - Cary@marinbuilders.org
Address - 660 Las Gallinas Avenue, San Rafael, CA 94903**