



Marin Community Foundation's Meeting Room Reservation Program Policies and Procedures

Marin Community Foundation (MCF) is pleased to offer meeting room space to Marin County-based 501(c)(3) nonprofit organizations. We provide these rooms during normal business hours at no cost, and they are intended for standard business meetings only. Please read the following policies and procedures for an explanation of our program.

Create an Account

Visit our Meeting Room Reservations Calendar website to [create your account](#). One account per organization is allowed.

Required Documentation and Training

Complete and submit **all** of the requirements listed below, including a request for on-site training (required once per year), to reservations@marincf.org. When attempting to make a reservation, an automated message will indicate if there are missing requirements. Reservations are not approved until all requirements are fulfilled.

- ❑ A copy of your IRS 501(c)(3) letter with Marin address.
- ❑ Certificate of insurance stating:
 - ❑ A minimum of \$1,000,000 in General Liability coverage.
 - ❑ The Marin Community Foundation is listed as additionally insured, including any supplemental pages that explain the additional insured endorsement language.
 - ❑ The certificate must read that coverage is primary and noncontributory.
 - ❑ Certificate holder should be listed as:
Marin Community Foundation
Attn: Reservations Coordinator
5 Hamilton Landing, Suite 200
Novato, CA 94949
- ❑ Each organization must designate a point of contact who is required to:
 - ❑ Attend an annual training and orientation. Email reservations@marincf.org to schedule.
 - ❑ Act as the on-site contact for the organization for every meeting and must remain on-site for the entirety of every meeting.
 - ❑ Be responsible for ensuring that the organization and attendees follow all of the policies and procedures.
- ❑ **Read, sign and return** the last page of this document (the Policies and Procedures Agreement) to confirm you have read the document and agree to the stated policies and procedures.

Available Rooms

Redwood Meeting Room

- ❑ The room has a maximum capacity of 99 (standing); 15 total tables (configurable); 62 total chairs.
- ❑ Standard setup is conference-room style with seating for 30 (rectangular shape).
- ❑ Users may configure tables/chairs in a variety of ways. Tables and chairs do not need to be returned to any specific configuration at the end of the meeting; however, all tables must stay inside the room.
- ❑ An adjacent kitchen is available for coffee and food preparation. No food storage or refrigerator space available.
- ❑ Audio/visual (A/V) equipment available is a ceiling-mounted projector, screen, webcam, and Zoom capabilities (personal Zoom account required).
- ❑ You will have access to Wi-Fi internet and large pad of paper.



Oak Meeting Room

- ❑ The room has a maximum capacity of 16.
- ❑ The table is rectangular and cannot be reconfigured.
- ❑ You will have access to a kitchen for coffee and food preparation when Redwood is not occupied.
- ❑ A/V equipment is a large television screen monitor, webcam, and Zoom capabilities (personal Zoom account required).
- ❑ You will have access to Wi-Fi internet, a whiteboard and a large pad of paper.



Maple Meeting Room

- ❑ The room has a maximum capacity of 8.
- ❑ The table is square and cannot be reconfigured.
- ❑ You will have access to a kitchen for coffee and food preparation when Redwood is not occupied.
- ❑ You will have access to Wi-Fi internet, a polycom phone, a whiteboard and a large pad of paper upon request.



Reservation Information

- ❑ You must make room reservations online using the [Meeting Rooms Reservation Calendar](#).
- ❑ Rooms are available for meetings Monday to Sunday between the hours of 8:00 a.m. and 9:00 p.m. with all guests departing no later than 9:30 p.m.
- ❑ We do not accept reservations for holidays or holiday weekends.
- ❑ Reservations should include 30 minutes at the beginning and end of the reserved time for setup/breakdown. There may be another meeting immediately before or after the reservation.
- ❑ Consider reserving additional rooms if you are planning on having breakout sessions.
- ❑ MCF accepts reservations on a first-come, first-served basis.
- ❑ Reservations are limited to 60 days in advance and two meetings per month, per organization.
- ❑ Cancel reservations via the online reservation system. Multiple no-shows may result in a loss of meeting room use privileges.
- ❑ In the rare case MCF needs the room for an unforeseen internal meeting, we may ask you to reschedule. MCF will give you as much notice as possible but no less than two weeks in advance of the meeting.
- ❑ If using A/V, we strongly recommend scheduling a technology testing session with the reservations coordinator. IT support may not be available to assist you at the time of your meeting. A personal Zoom account is required for all A/V usage.

Building Access

- ❑ During all hours, the glass lobby doors will remain locked, and access to the building requires an authorized numeric code (access code), which MCF will issue once the account is set up.
- ❑ MCF programs access codes for the specific date and time of the reservation, and codes are only valid during the requested time.
- ❑ The on-site contact is responsible for ensuring that all guests know the access code and how to access the building.
- ❑ Enter the access code followed by the # button on the keypad in the lobby (see below) to temporarily unlock the door for entry. For example: 12345#, and then open the door.
- ❑ **Do not** hold open or prop open doors.





Important Policies

On-Site Contact's Required Responsibilities:

- ❑ Give directions, entry and access code instructions, and meeting room name to attendees in advance.
- ❑ Instruct guests to not attend the meeting if they are experiencing any symptoms or are not feeling well. If any attendees develop symptoms after being on-site, please notify the reservations coordinator.
- ❑ **Remain on-site for the entire meeting** to ensure attendees follow all applicable policies.
- ❑ Respond to all questions or requests from meeting attendees.
- ❑ Ensure that you leave the room in a ready-to-use state at the end of the meeting.

Check-In/Check-Out:

- ❑ The on-site contact should inform the reservations coordinator of any miscellaneous items, such as when your caterer will arrive.
- ❑ Before leaving, please ensure you have returned the room to a ready state for the next scheduled meeting.

Kitchen/Catering/Food/Beverages:

- ❑ The open-area kitchen is available for food setup, and you will have access to a microwave.
- ❑ Meetings in Redwood have priority use of the prep kitchen. Meetings in Oak and/or Maple may use the prep kitchen when there are no meetings in Redwood.
- ❑ Serve food from the sideboard credenza in the room. **Do not place hot food or hot serving trays on the wooden tables.**
- ❑ Keep extra food or supplies in the room, not in the kitchen or refrigerator.
- ❑ We provide access to water pitchers, ice and disposable cups in the kitchen.
- ❑ We do not supply serving platters, plates, bowls, napkins, knives, utensils, mugs or glasses.
- ❑ For meetings in Oak, there are live microphones embedded in the tables. Do not place liquids or food near the microphones. **Immediately** wipe any liquid spilled on or near the microphones and report it to the reservation coordinator.
- ❑ Your organization is responsible for any damages caused by food or beverages you serve in the room.
- ❑ No alcoholic beverages are permitted.
- ❑ You must take all of your leftover food and drink items when you leave or contact www.extrafood.org to arrange for pickup at the end of your meeting.
- ❑ If you need to use a cart, please ask the reservations coordinator for assistance.



Heating/Ventilation and Air Conditioning (HVAC) System:

- The Redwood and Oak meeting rooms have independent air conditioning systems, and users can adjust the temperature.

Information for Attendees

The on-site contact must review the following policies with attendees at the beginning of each meeting:

Room Use:

- **Do not** remove the iPad from the docking station on the counter.
- **Do not** touch or manually adjust the web cameras. Use the iPad controls as needed.
- **Use the provided coasters** under your beverages to prevent damage to the tabletops.
- **Do not** use any cleaning products on the wood tables. Use only the yellow microfiber cloths provided inside the credenza. If necessary, slightly dampen the cloth with water to wipe the tables down, followed by a dry cloth to wipe away any remaining moisture.
- Do not use tape or sticky notes on the painted walls. You may use tape or sticky notes on the glass windows or glass walls/doors only.
- Do not open or enter any doors that MCF has not given you express permission to enter.
- Leave the room in a ready-to-use state at the end of the meeting.

Noise:

- Rooms are for business meetings only.
- MCF has an open-office environment where sound travels very easily. Please keep voices down, especially when outside your meeting room.
- Keep the door to the room closed at all times.
- Do not congregate in or around the reception desk area.
- Keep all cellphones on vibrate/silent at all times when in the building, and never use speakerphones. Only take calls in private areas or outside.

Restrooms:

- Restrooms are clearly marked and located at the south end of the building, near the meeting rooms.



After-Hours Meetings

Access Codes:

- Your code typically will not change.
- Use of the code temporarily unlocks the door to permit entrance and then automatically relocks to outside users when the door is closed.

Instruction to Guests/Attendees:

- Please do not post signs of any kind in or around the building.
- If you expect people to arrive late or if you cannot reach all your attendees, we suggest you have someone stationed at the outside door to let them in. Attendees should never knock or pound on the doors to gain access.
- Allow for time at the beginning of your meeting to review the key policies with your attendees.

Automatic HVAC System:

- The heating and cooling systems in the building shut down at 7:00 p.m. during the week, and we program them (at MCF's cost) to be on for weekend meetings. It is essential that you notify us if you are canceling a weekend meeting so that we don't incur the cost of running the HVAC system.

Lights:

- Lights in the buildings shut off automatically at 9:30 p.m. (and will flicker about 5 minutes before they go off).
- There is a light switch panel near the door to the meeting room to turn them back on, but you should be out of the building by 9:30 p.m.
- When you leave, please turn off the lights.

Completion of Meeting:

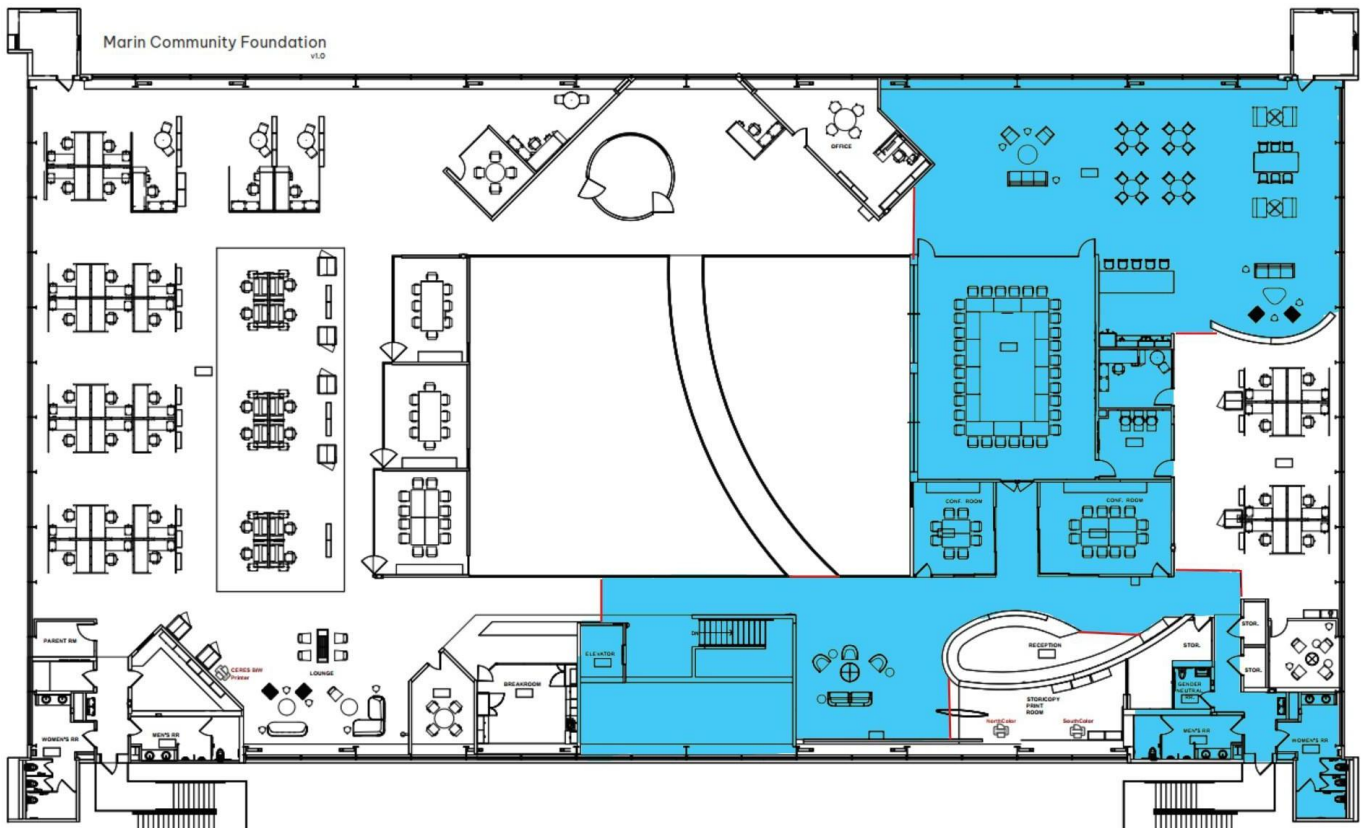
- **All meeting attendees must be out of the building by 9:30 p.m. or you may trigger the alarm.**

*****Should you encounter problems with access or there is a building emergency, please contact (415) 987-2630. Please carry this phone number with you.*****

Areas Accessible After Hours

This is a map of the conference rooms and facilities layout at MCF. The areas highlighted in blue are accessible to nonprofit users.

If you cross over the blue highlighted areas, you will trigger the alarm. Please enter and exit via the main entrance only.



- **If your meeting is on Saturday or Sunday**, please throw away your trash and recycling in the appropriate bins and dispose of it in the dumpsters located behind the building. The key to access the dumpster is attached to the clipboard. Please ensure you return the key and reattach it to the clipboard when you leave the building.



- Pick up catering equipment; you may not leave equipment here.
- If you used the kitchen:
 - Clean/clear kitchen counters.
 - Clean coffeemakers.
 - Throw away food items (or remove them from the building if on the weekend).
- Turn off lights.
- **Please enter and exit the building via the lobby doors only.**
 - Use the EXIT button to the right of the front doors to exit.





Entering/Exiting:

- ☐ Use only the main lobby doors when entering or exiting the building.

Assistance:

- ☐ Direct requests for assistance to the on-site contact. The on-site contact may request assistance from MCF's reservation coordinator.

Displayed Artwork:

- ☐ We are pleased to host gallery artwork, and we permit guests to tour the hangar to view the art on display. Please keep noise kept to a minimum to avoid disturbing staff.
- ☐ Never touch or move the displayed artwork in the meeting rooms and around the hangar.

Check-Out Procedures

At your meeting's completion, refer to and complete the following Check-Out Checklist:

- ☐ End your Zoom meeting on the iPad, if applicable.
- ☐ **REDWOOD:** Power off the A/V equipment with the wall controls only.
- ☐ **OAK:** Power off the television monitor with the remote control on the counter. Ensure you return the remote control to the counter when the meeting is over, and raise the privacy screen with the wall control, if used.
- ☐ Wipe off the stone credenza counter with sanitizing wipes and paper towels (located in the credenza cabinets), and ensure you have positioned the items on the credenza countertops as you found them.
- ☐ **Do not** use any cleaning products on the wood tables. Use only the yellow microfiber cloths provided inside the credenza. If necessary, slightly dampen the cloth with water to wipe the tables down, followed by a dry cloth to wipe away any remaining moisture.
- ☐ Vacuum the floor, if necessary. The vacuum is located in the first closet in the south-end hallway near the Exit sign on the way to the restrooms.
- ☐ Straighten and push in chairs.
- ☐ Turn off the lights.
- ☐ All meeting attendees must depart by 9:30 p.m.
- ☐ The room may be booked for a meeting immediately after your meeting. Ensure the room is in ready condition for the next meeting.



Policies and Procedures Agreement

For Marin Community Foundation's Meeting Room Reservation Program

Please complete this form and return it to the reservation coordinator after orientation.

As the point of contact for my organization and our attendees, I understand and agree to enforce the following rules:

- ☐ Follow all policies and procedures that MCF has established for the use of our meeting rooms.
- ☐ Ensure that all meeting attendees are informed of and follow the policies and procedures.
- ☐ Remain on-site for the entirety of every meeting.
- ☐ Do not move or touch any of the displayed artwork in the meeting rooms and throughout the hangar.
- ☐ Do not post signs of any kind in or around the building.
- ☐ Do not prop open the doors to the building or meeting room for any reason.
- ☐ Comply with the Check-Out Procedures.
- ☐ Ensure all attendees have left the building by 9:30 p.m.
- ☐ Be responsible for any damages resulting from noncompliance with these procedures.

Per this written contract, the organization named below will provide a certificate of insurance with a minimum of \$1,000,000 in General Liability coverage, naming Marin Community Foundation as additional insured. Coverage must be primary and noncontributory.

The named organization below indemnifies, defends, and holds harmless Marin Community Foundation 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 organization named below.

By signing below, I confirm that I have received, read and understand all the information presented in the Meeting Rooms Policies and Procedures document.

Organization name: _____

Are you fiscally sponsored by another organization? (Y/N) _____

If yes, name of fiscal sponsor: _____

Contact person name: _____

Contact email: _____

Contact cellphone: _____

Date: _____

Signed and accepted by: _____

(Signature)