

SOLANO-NAPA BUILDERS EXCHANGE

FACILITY USE REQUEST FORM

Name of Requesting Organization _____

Contact Person _____

Address: _____

City _____ State _____ ZIP _____

Telephone Number _____ FAX _____

Date(s) Facility is Needed _____

Time of Day Needed _____

Group Size _____

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
- Overhead Projector
- Flip Chart

Type of Activity _____

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

Do you plan to eat in the facility? _____ Yes _____ No

For Office Use Only

Date Approved by SNBE _____

Date Confirmation Letter Sent _____

Date Agreement Sent _____ Date Signed Agreement Received _____

Date Deposit Received _____ Date Payment Received _____

Thank you for your inquiry regarding use of the Solano-Napa Builders Exchange Meeting Room.

The SNBE facilities are made available to the SNBE membership and community provided the use request falls within the mission of the builders' exchange.

As an aid to making your use request, please find the following items:

1. A Facility Use Request Form
2. A Facility Use Agreement

Please complete the Facilities Use Request Form and Use Agreement and return it to the SNBE with the appropriate fee. We will send you a response within one week of our receipt of these forms.

Very truly yours,

SOLANO-NAPA BUILDERS EXCHANGE

Erna Stevenson
Executive Vice-President

SNBE Meeting Room

Meeting Room Capacity: 72 persons

Equipment available:

- ❖ One wall is made up almost entirely of windows and a double door with glass, leading outside
- ❖ The room can be arranged in a “U” configuration, in rows, or in rows without use of tables, or board room style
- ❖ A pull down projection screen
- ❖ Color TV and VCR with remote controls
- ❖ LCD projector with remote control
- ❖ The room contains a tabletop lectern
- ❖ An eraser board is located at the end of the room
- ❖ A flip chart is located at the end of the room
- ❖ Kitchen availability with refrigerator, micro wave, stove

Use Rates

	SNBE Members	SNBE Tenant's	None Members
Full Day	\$150	\$150	\$300
Half Day	\$100	\$100	\$200
Kitchen Use	Yes, catered only	Yes, Catered Only	Yes, Catered Only
Alcohol	Board Approval	No	No

Audiovisual Equipment

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

SNBE MEETING ROOM RULES

It is the intent of the Solano-Napa Builders Exchange (SNBE) 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. The room will be used first for exchange sponsored programs and events.

The Solano-Napa Board of Directors has established the following criteria and policies for the use of the meeting facility.

1. **Room Availability.** The room is available to all Solano-Napa Builders Exchange members, building tenants and non-members at a reasonable fee. The Room is 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 complete discretion to deny any and all such applications for any or no stated reason. An additional fee will be charged for staff time. Arrangements for the Room should be made in advance by contacting the exchange 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 45 spaces. We strongly encourage car pooling. No street parking is allowed and may be cited by the CHP.
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, tenant or non-member interested in using the SNBE Meeting Room must provide to SNBE (prior to the date the room is used) a Certificate of Insurance confirming General Liability Insurance Coverage (minimum of \$1,000,000 coverage), naming SNBE and its officers as additional insured.
5. **Smoking.** No smoking is allowed in the SNBE building or Meeting Room. Tables, chairs, and equipment used are to remain in the room and put back in place at the end of the meeting session.
6. **Refreshments.** Arrangements may be made to utilize the SNBE kitchen facilities. SNBE does not provide kitchen supplies, coffee, ice or any other supplies. Dishes and utensils are available for use. NO ALCOHOL is allowed in the room.
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.
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 exchange staff, charges will be billed to the Group.

9. **Displays or exhibits.** The SNBE 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 Solano-Napa Builders Exchange 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 SNBE facility to attendees of the Group's function, regardless of any negligence by SNBE.

12. **Facility Use Limitations.** Use of the facility shall be restricted to the meeting room, kitchen area and restrooms. Any other parts of the building are strictly off limits including, but limited to phones, copier and other equipment.

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 deposit.

14. **State, Federal and Local Law Compliance.** The Solano-Napa Builders Exchange requires that the Group adheres 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 room and/or equipment will be charged to the Group.

The undersigned has read and understands the policies for use of the Solano-Napa Builders Exchange Meeting Room. By signing the Use Agreement, the user accepts responsibility and terms of this Agreement.

Requesting Organization/Business _____

Signed By _____ Date _____

Approved by _____ Date _____