

SECRETARY OF STATE

CONFERENCE ROOM RENTAL PROCEDURES

Modified for VoteCal Project Only – May 2012



Introduction:

The Secretary of State Auditorium and other conference room facilities are available for groups, organizations, and individuals to hold meetings or events during normal business hours, 8 a.m. - 5:00 p.m., Monday through Friday.

Eligibility:

All government agencies, specific non-government entities and non-profit groups (including law enforcement agencies, designated political parties, blood banks), and other groups providing a benefit to the employees in the building or to the community immediately surrounding the building may use the facilities.

Reservations by state agencies:

- Reservations are on a first come, first served basis with preference given to Secretary of State events.
- The SOS shall have the right and obligation to assign conference spaces to best meet the needs of all users, and may re-assign or cancel spaces as necessary based on demand, with the agreement of the requestor at least three (3) business days in advance of the event date.

Insurance Certificate/Insurance Waiver:

- All governmental agencies will be allowed to make reservations without a certificate of insurance. However, each reservation is made with the specific understanding that the agency making the reservation assumes liability for damage to the facility or injuries resulting from their activities.
- Non-governmental entities wishing to use the SOS facilities must provide a certificate of insurance prior to use. Such entities may be sponsored by a state agency, which will waive the need for the certificate of insurance, but the state agency must stipulate in writing that it is assuming liability for the event or the user will be required to provide the insurance certificate. The form shall be supplied by, and subsequently submitted back to the attention of the Secretary of State Room Reservation Coordinator, by the sponsoring agency to satisfy this requirement. The only exception is an entity covered by the Elections Code §§ 7235-7236, 7430-7431, 7870-7871 (specific political party central committees, within the limits of their statutory entitlement to use state facilities).
- The usual amount of commercial general liability insurance required is one million dollars. All non-state entities agree in writing by signing the Secretary of State Room Reservation Form to indemnify the state against all claims for injury or loss resulting from their activities of the entities and their guests on state property.

For Informational Purposes Only. The VoteCal SI Contractor is eligible to use the rooms described below for SOS approved VoteCal training without the need to pay any rental fee (assuming adequate future planning has confirmed room availability and reservation).

Rental Rates:

All government agencies and non-government entities must pay for the usage of facilities. The only two exceptions 1) if is an entity covered by the Elections Code §§ 7235-7236, 7430-7431, 7870-7871 or 2) the event is an SOS sponsored event.

<u>Room</u>	<u>Maximum Room Capacity</u>	<u>Day Rental Fee</u>	<u>1/2 Day Rental Fee</u>
Auditorium	210	\$500	\$250
Multipurpose Room	75	\$250	\$125
Boardroom	30	\$200	\$100
Conference Room		\$200	\$100
#385	35		
#470	30		
#480	10		
#580	25		

A full day rental fee is required for all events, which begin prior to Noon and run into the afternoon. For example, an event runs 11:00 a.m. to 2:00 p.m.

Conference Room Setup:

SOS staff provides all room setup

- Providing and setting of all tables and chairs to a mutually agreed upon specification.
- Assisting with the set-up of available audio/visual equipment.

Please note that “day of event” requests may not be able to be accommodated and thus it is important that all room setup and audio/visual requests be made a minimum of 5 business days in advance.

Reasonable Accommodations:

- All governmental agencies shall provide their own necessary service related reasonable accommodations, such as interpreters, listening devices, etc. Additionally all event related advertisement must include reasonable accommodation language.
- Non-governmental entities shall provide their own necessary service related reasonable accommodations, such as interpreters, listening devices, etc.
- In the event specific room set-up requirements are needed due to reasonable accommodation requests, **no later than five (5) business days** prior to the scheduled reservation to ensure the reasonable accommodation can be made.

Posters, Signs & Notices:

- Posting of posters, signs, and/or notices on walls, windows, doors, or ceilings are prohibited in all conference rooms.
- Materials may not be delivered in advance (for storage and/or distribution purposes) or left after the conclusion of your meeting. Anything left in the room after the conclusion of your meeting is done so at your own risk.

Catering, Food & Drink:

- Food and beverages are prohibited in the Auditorium.
- Catering arrangements are not included in the rental fee. For catering service during the hours of 6:30 A.M. through 4:30 P.M. Monday through Friday, the Secretary of State's café operator must be given the first opportunity to provide such services. If the operator chooses not to provide services or if the need is after hours, commercial catering companies may provide services and a catering kitchen is available for such events. A requester is responsible for notifying caterers at the end of the event for pick up and clean up of all refuse attributable to the function.

Other Terms and Conditions:

- Use of the facility is strictly limited to the use that is stated on the application. A change in use is subject to an immediate termination of the event by the California Highway Patrol. Illegal or inappropriate behavior on the part of the requester or requester's guests is also grounds for immediate termination of the event by the SOS and/or California Highway Patrol.
- Pursuant to Government Code Section 84309, the facility may not be used for political fundraisers.
- No on-site parking is available. All parking is the responsibility of the requester.
- The SOS is not responsible for any equipment, material, or supplies left after a function to be picked up at a later date.
- The sponsoring agency or entity agrees leave to the room in the same state of cleanliness as it was when the Requestor took possession and agree to be financially responsible for all expenses associated with cleaning the room should they fail to do so.
- The sponsoring agency or entity may arrange for a designated staff member of the SOS to physically inspect the room with the Renter's representative prior to the Renter's use and to make note of any deficiencies or damage at that time.
- The sponsoring agency or entity agree that the SOS management, whose disposition will be final, will resolve any dispute regarding the condition of the room or its content.
- The sponsoring agency or entity is aware that the SOS reserves the right to use the room in case of an immediate need by the SOS or Governor's Office.

Breach of Rules:

- Failure to comply with the SOS's procedures set-forth in this document or by the California Highway Patrol may result in the revocation of an organization's ability to use the Secretary of State Auditorium and other conference room facilities.

Secretary of State Room Reservation Form

Today's date: _____

Requested date(s): _____ Time (starting to ending): _____ to _____

Number of attendees: _____

Name of meeting: _____

Type of Meeting: _____

Requesting agency/organization: _____

Person making reservation: _____ Phone number: _____

Billing address: _____

Please complete all applicable sections:

Other State Agency

Other Government Agency

Group Sponsored by State Agency

Name of sponsoring agency: _____

Contact person: _____ Phone: _____

This agency accepts responsibility for the event, including liability for damage and/or injury, costs of excessive cleanup and other unforeseen costs associated with this event.

The person or group being sponsored must provide a certificate of insurance, and is responsible for any damage and/or injury, costs of excessive cleanup and other unforeseen costs associated with this event.

Signature of sponsoring agency representative: _____

Invited/Exempt Group

Approval of Room Rental Coordinator: _____

Certificate of insurance required

Certificate of insurance not required

Non-Government

For Non-Government Requestors and Sponsored Events Requiring Insurance:

I have submitted the required Certificate of Insurance

I/We understand the rental fee for the room is \$_____ per day. The total invoice will be \$_____.

Fees may be paid by check or money order made out to Secretary of State or by VISA, MasterCard, or State Agency Purchase Order.

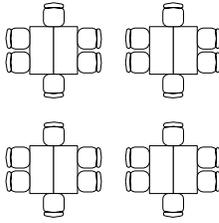
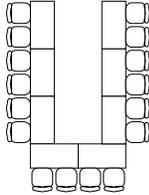
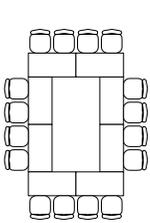
I have read the Secretary of State Room Rental rule and policies and I agree to abide by these rules. I understand that I am responsible for any damage or excessive cleanup costs. I/My Organization will indemnify and hold the State harmless for any damage, injury or other liability resulting from my/our use of these facilities.

Name (PRINT) _____ Signature _____ Date _____

Description of event:

Multipurpose Meeting Room Specifications:

- Hollow Square Open-U Union Style/Rounds Classroom Theatre



Other _____

Head Table (# of chairs _____) Registration Table (Inside Room Outside Room)

Catering Table Standing Podium Desktop Podium Extra Tables/Chairs _____

Audio Visual Specifications:

Audio Visual Equipment: The Room Rental Coordinator will advise you as to your options

Special requests:
