

**Community Relations**

**CEDAR BUILDING ROOM CAPACITY/FEE SCHEDULE/HOUSE RULES** **SR 1330.02**

**Purpose:**To provide County Office department and other agencies with facility rental information.

**Timeline:**Fees and deposit are due upon submission of Use Agreement.

Use fees and deposits are due and payable upon submission of Application for Use of Facilities agreement. Fees are refunded in the event that the room reservation is cancelled for any reason.

**All Mendocino County Office of Education properties are alcohol and tobacco free areas.**

	<b>River Room</b>	<b>East Room</b>	<b>Southeast Room</b>	<b>Multi-Media Room</b>	<b>Kitchen</b>
Maximum Capacity	75	48	48	22	3
Dining Capacity	37	---	---	---	---
Alcohol	NO	NO	NO	NO	NO
Tobacco	NO	NO	NO	NO	NO

**East Room and Southeast Room Fees\***

	<b>Half Day<sup>+</sup></b>	<b>Full Day<sup>+</sup></b>
Partner Agencies	\$40	\$60
All Other Users	\$60	\$90

**River Room and Multi-Media Room Fees\***

	<b>Half Day<sup>+</sup></b>	<b>Full Day<sup>+</sup></b>
Partner Agencies	\$50	\$75
All Other Users	\$85	\$125

\* A \$100.00 refundable deposit is required for all room reservations.

+ A half day is up to 5 hours for events ending before or starting after 12:30 PM. A full day is up to 9 hours between 7:30 AM -- 9:30 PM or events including the noon hour.

**Note:** If your event will be catered then you must reserve the kitchen, which has a \$10 fee. This is a non-exclusive reservation and MCOE staff will have access to the kitchen.

## **Rules**

- MCOE and educational uses have priority.
- Reservations will be accepted up to 3 months in advance from off-site agencies.
- The River Room is reserved for events expecting more than 30 attendees.
- MCOE reserves the right to relocate events into any available room with adequate capacity and suitable equipment to better utilize room capacities or to meet the needs of MCOE programs.
- Rooms may only be reserved for the hours needed to allow for more use. MCOE reserves the right to adjust hours and limit set up time to reasonable amounts.
- Room capacities in various configurations are included in the registration packet. Standard setup is provided. Reasonable room setup will be provided when requested in the application. Room must be left in this setup for full refund of deposit.
- Restrooms shall remain open while conference rooms are occupied.
- Kitchen must be booked separately from rooms when a catered meal is served. This is a non-exclusive reservation. MCOE staff will have access to the kitchen for coffee service etc. Refer to kitchen rules.

## **Clean-up**

The renter is responsible for cleaning the facility upon the group's departure. If you find any condition upon your arrival that is "questionable" you must advise MCOE Staff in the CTE office immediately so that your group will not be held responsible. Any cleaning by MCOE staff required after the group's departure will be deducted from your deposit at a rate of \$40.00 per hour. Groups will be charged actual cost for any stain removal, damage repair or additional cleaning that exceeds the deposit. The following must be completed by the renter.

- Return remotes and cords to their equipment drawer
- Remove all items used, such as decorations, etc.
- Table tops, chairs and floors are clean
- ALL trash has been removed from the room and placed in the trash receptacles (weekdays). Weekends all trash shall be removed from the rooms used and taken to dumpster located to the south of the building. Reline trash receptacles

- with liners provided under the kitchen sink.
- All windows and doors must be closed and locked

#### Kitchen

- Sweep floor, clean counters, sinks, stove
- Remove all your items from the refrigerator and kitchen
- Wash, dry and put away any kitchen items used.

#### Before Leaving Make Sure:

- All equipment, lights, appliances, etc., must be turned off
- The facility must be left in the condition and with the table setup you found when you arrived
- All restrooms are locked if during an evening or weekend
- During the weekday business hours, non-MCOE users shall confirm condition of room(s) with the CTE secretary across the hall from the River Room, before leaving.

### **MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 03/01/2003

**Date Revised:** 03/08/2007