

**Napa County Office of Education
Barbara Nemko, Ph.D., Superintendent
2121 Imola Avenue, Napa, California 94559
Phone (707) 253-6828 Fax (707) 253-6894**

**APPLICATION AND PERMIT USE FOR USE OF NAPA COUNTY OFFICE OF EDUCATION
CONFERENCE FACILITY**

(Please print clearly and fill out completely)

ORGANIZATION: _____

RESPONSIBLE PERSON: _____

MAILING ADDRESS: _____

PHONE (Business): _____ (Home): _____ (Fax): _____

PURPOSE OF ACTIVITY: _____

DATE/S CONFERENCE ROOM/S REQUESTED (mo/day/yr): _____ TIME: _____

NUMBER OF PARTICPANTS: _____

The undersigned agrees that they have read and understand fully the attached Meeting Room Use Agreement and the undersigned who is in charge of the activity is over 21 years of age.

I agree that I am responsible to the Napa County Office of Education for the use and care of this property. I further agree that the nature of the activity will conform with that stated in the Meeting Use Agreement. I agree to indemnify and hold harmless the Napa County Office of Education, its officers, agents, and employees against any and all loss, damage and/or liability that may be suffered or claims, demands, and causes of action that may be made or brought against the Napa County Office of Education, its officers, agents, and employees, caused by, arising out of, or in any way connected with the use by the undersigned of the Napa County Office of Education facility or the exercise of the privilege herein granted. I agree to provide a certificate of insurance and it shall be written with limits of liability on \$1,000,000 per person per occurrence for bodily injury and property damage.

**A CERTIFICATE OF INSURANCE NAMING THE NAPA COUNTY OFFICE OF EDUCATION AS ADDITIONAL
INSURED AND AN ENDORSEMENT PAGE MUST BE ATTACHED AND SUBMITTED TO THE NAPA COUNTY
OFFICE OF EDUCATION FOR APPROVAL AND SCHEDULING.**

Signature of the Authorized Representative

Position/Title

Date

FOR COUNTY OFFICE USE ONLY

Scheduled on Calendar: Yes _____ No _____ Scheduled By: _____ Date: _____

Category please circle: I, II, or III

Certificate of Insurance Received: Yes _____ No _____ Date: _____

Open/Close Fee to be charged (\$60.00 – Yes or No)

CUSTODIAN (\$50.00 minimum) (#of hours X \$30.00) for nights and weekends

Total Fee \$ _____ (a check made payable to NCOE must be attached to the application)

Approved By: _____

Director of General Services

Date

Superintendent

Date

Billed Date: _____ Invoice # _____ Fee Received \$ _____ Check# _____ Date _____

MEETING ROOM USE AGREEMENT

Use of NCOE Meeting Rooms

The Superintendent recognizes that County Office meeting rooms are a community resource whose primary purpose is to be used for school business and activities. The Superintendent will authorize the use of County Office meeting rooms by community groups for purposes provided for in the Civic Center Act when such does not interfere with County Office activities. School related events (clubs, class events, etc.) shall be given priority in the use of meeting rooms under the Civic Center Act. Thereafter, the use of meeting rooms shall be on a first-come, first-serve basis.

Check NCOE room(s) Requested:

- Board Rooms A, B and C (Capacity 166)
- Board Room A (Capacity 83)
- Board Room B (Capacity 42)
- Board Room C (Capacity 41)
- Board Rooms B and C (Capacity 83)

See last page of this document for Room Setup (includes # of tables and chairs available for each room).

Agency/Group _____

Mailing Address _____

Person Making Request _____ Tel # _____

Person Responsible for Room/s _____ Tel # _____

Fax # _____

Activity: Meeting Training Other _____

Please use a separate sheet of paper to explain the nature of the meeting, training, or other activity.

Responsible Party: The representative of the agency/group who is at least 21 years old and agrees to be present at the scheduled event and responsible for the requested meeting room. Any person applying for the use of the meeting room on behalf of any organization or group shall present written authorization from the organization/group to make application. **The Responsible Party must check with the NCOE General Services Department prior to entering the conference facility. A list of general information which should be passed onto all attendees will be made available at that time.**

____ Initials

Timeline for Scheduling: The agency/group must apply for use of an NCOE meeting room using this application a minimum of 10 days, and not more the 90 days, in advance of the scheduled use.

____ Initials

Repeat Use Scheduling: The applicant agency/group must provide a list of ALL dates and hours requested for the year and **MUST RECONFIRM** the availability of a meeting room at least EVERY 90-DAYS when ongoing use is desired. Ongoing use beyond 90-days is not guaranteed.

____ Initials

Room Set Up: It is recommended that leaders arrive in ample time to arrange furniture and set up materials as needed. Funds to replace equipment and furniture are minimal so please move and use them with care and leave the room in the way it was originally arranged. A diagram of the standard room arrangement is posted in each room. If you would like the Napa County Office of Education to set up the room for you, we charge a \$50 set up fee.

____ Initials

Use of Meeting Room Non-Business Hours: A Napa County Office of Education staff member must be present when a meeting room is used during non-regular business hours.

____ Initials

Open/ Close Fee: A fee of \$60.00 will be charged for Saturdays, Sundays, and vacation weekends. This is a one-time fee for each event.

____ Initials

Supplies: Supplies and materials (paper, pencils, tape, etc.) are not supplied by Napa County Office of Education.

____ Initials

Computer Equipment: Computer equipment (i.e. projectors, laptops) and set-up are not supplied by Napa County Office of Education.

____ Initials

Duplication of Materials: (Day Use Only): In emergency situations only, and as staff time permits, a limited number of copies can be printed at 10 cents per copy.

____ Initials

Beverages and Food: Groups planning to serve food or beverages need to bring all necessary supplies and equipment and take extra care to guard against spills on the chairs and carpets. Groups are requested to dispose of food and beverage-related trash. Alcoholic beverages are not permitted on Napa County Office of Education property.

____ Initials

Telephone: In emergency situations, group members may place or receive emergency phone calls. A pay phone is located across from the meeting rooms.

____ Initials

Security: (Nights and weekend use only): Please make sure the lights are turned off and that the building is secure before leaving. Make sure that the restrooms are vacant and doors are closed and locked.

____ Initials

SMOKING IS NOT PERMITTED on or around Napa County Office of Education premises. (Education Code 48901. Health and Safety Code 39002).

____ Initials

CANCELATION: Napa County Office of Education reserves the rights to cancel a reservation if Napa County Office of Education deems necessary. Every effort will be made to provide at least 10 days notice when a reservation is cancelled. Applicant agencies/groups are required to provide notice to Napa County Office of Education 10 days in advance of room cancellation in order to receive a refund of any required reservation fee.

____ Initials

USERS WILL BE LIABLE FOR ANY DAMAGE/CLEANING TO THE FACILITY OR ITS CONTENTS: The organization or applicant further agrees to reimburse the Napa County Office of Education for any loss of damage to meeting rooms or property, in the amount required to replace or repair said property.

____ Initials

INDEMNIFICATION AND HOLD HARMLESS: The applicant hereby agrees to indemnify and hold harmless the Napa County Office of Education, its Board of Trustees, the individual members thereof, its officers, agents, servants, and employees from any and all liability, loss, claims, demands, damages, and costs including reasonable attorney fees, resulting from or arising out of personal injury due to death of any person(s), and damages to or destruction of any property, including but not limited to the property of any party hereto, arising out of or in any way connected with such use and occupancy of County Office meeting rooms or the active or passive negligence of the Napa County Office of Education, except as may result from the sole negligence or willful misconduct of Napa County Office of Education, its Board of Trustees, the individual members thereof, its officers, agents, servants and employees.

____ Initials

CERTIFICATE OF LIABILITY REQUIRED: Comprehensive General Liability including personal injury and contractual liability at \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence. An additional Insured Endorsement is required naming the Napa County Office of Education, its directors, and officer, agents, servants and employees.

____ Initials

SUMMARY OF FEES

Facility Use Fee required **Yes** **No** **Amount:** _____ **For:** _____

Reservation Fee required (\$25.00) **Yes** **No**
(This fee is applied to the meeting room use rate)

Set-Up Fee (\$50.00) **Yes** **No**

Open/Close Fee (\$60.00) **Yes** **No**

Cleaning Deposit required (\$50.00) **Yes** **No**

(See attachment for Fee Categories and Rates)

Payment of Fees

Category II & III use fees must be paid in ADVANCE and accompany the facility use application. If applicant cancels the reserved meeting room 10 days or more prior to scheduled use, a full refund will be made. If applicant cancels prior to event but not within 10 days prior to it, the reservation fee will not be refunded. Charges for cleaning or damages must be paid within seven (7) days of billing.

Signature of Applicant _____ Title: _____ Date: _____

NCOE Approval _____ Title: _____ Date: _____

The signature of the group's representatives indicates agreement with above conditions.

FAX ALL PAGES OF THIS APPLICATION TO (707) 253-6894

GENERAL INFORMATION CONFERENCE CENTER

Please share the following information with all participants attending your conference/meeting/training.

Restrooms are located in the hallway directly across from the doors going into Conference Room B.

Soda and Snack vending machines are located at the south end of the Conference Center hallway.

Drinking fountain is located in the Conference Center hallway.

Pay Phone is located in the Conference Center hallway.

Pencil Sharpeners are located in each conference room at the end of upper storage cabinets.

Smoking is not permitted on or around Napa County Office of Education premises. (Education Code 48901. Health and Safety Code 39002).

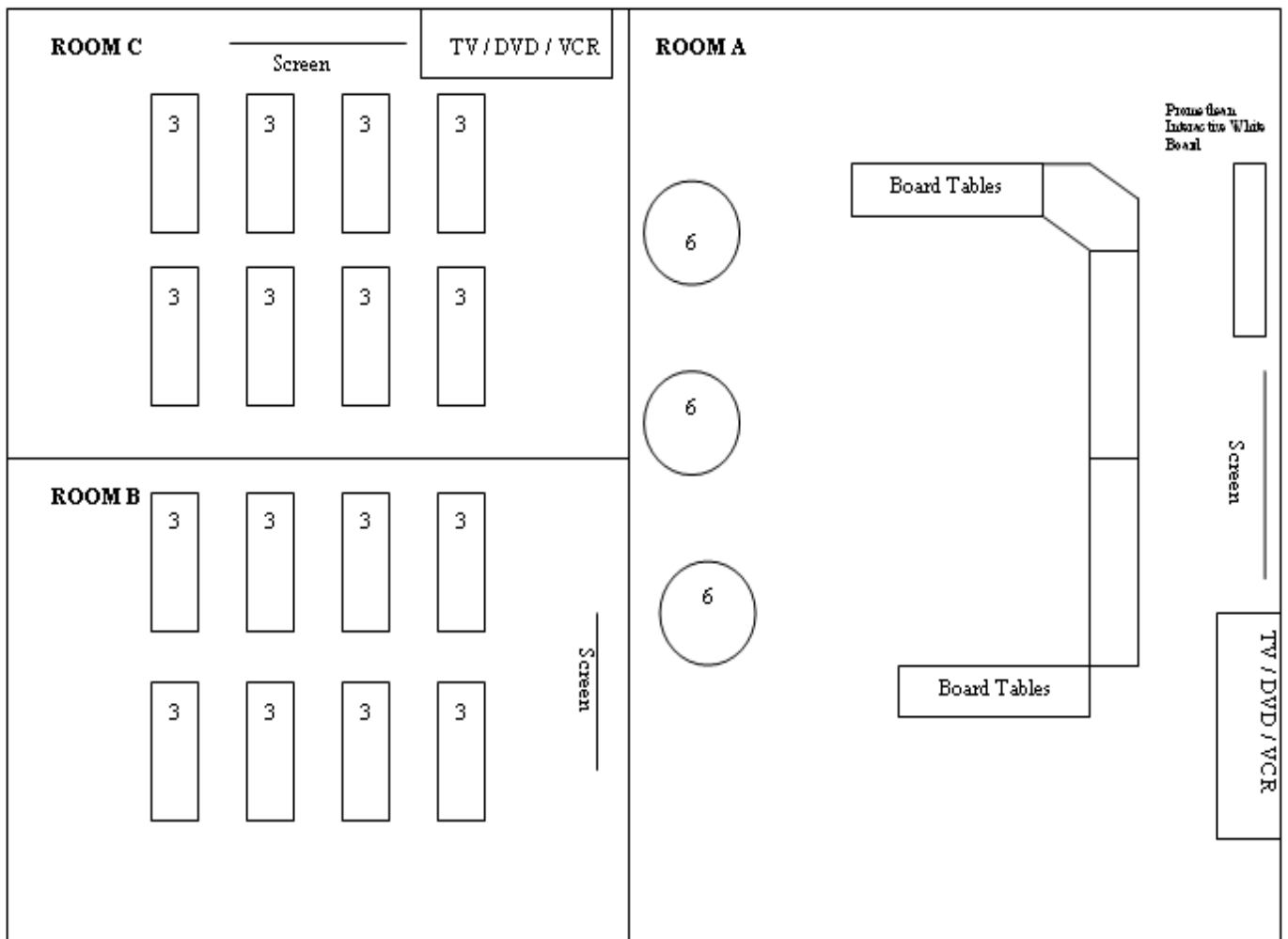
The NCOE does not supply paper, pencils or copies to visitors, it is the responsibility of the conference/meeting/training organizer to come prepared.

We request that all conference center visitors remain in the conference center and refrain from making any requests of the main lobby receptionist. Should visitors need assistance, please direct them to the General Services Department.

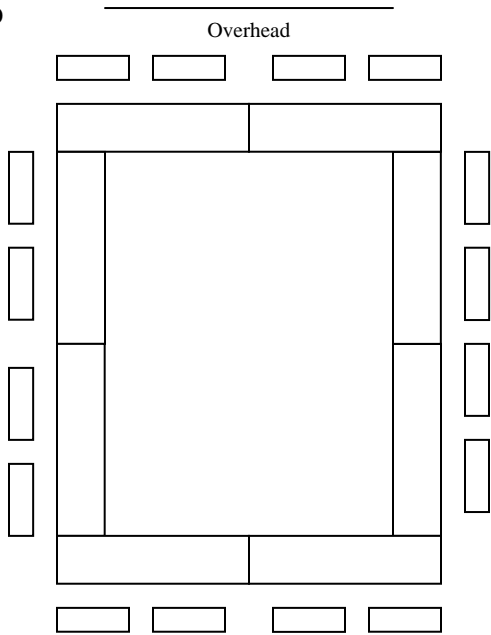
Conference Center Rooms A, B, and C have the following setup up of tables and chairs:

Room A	Room B	Room C
<ul style="list-style-type: none"> ▪ 1 J-shaped board table ▪ 2 rectangular board tables ▪ 3 round tables ▪ 18 chairs ▪ TV with DVD/VCR ▪ Promethean Interactive White Board ▪ Electric Overhead Screen <p>(Additional chairs/tables can be provided)</p> <p>Capacity with chairs only = 83 Capacity with chairs and tables = 41</p>	<ul style="list-style-type: none"> ▪ 8 rectangular tables ▪ 24 chairs ▪ Electric Overhead Screen <p>(Additional chairs/tables can be provided)</p> <p>Capacity with chairs only = 42 Capacity with chairs and tables = 26</p>	<ul style="list-style-type: none"> ▪ 8 rectangular tables ▪ 24 chairs ▪ TV with DVD/VCR ▪ Electric Overhead Screen <p>(Additional chairs/tables can be provided)</p> <p>Capacity with chairs only = 41 Capacity with chairs and tables = 26</p>

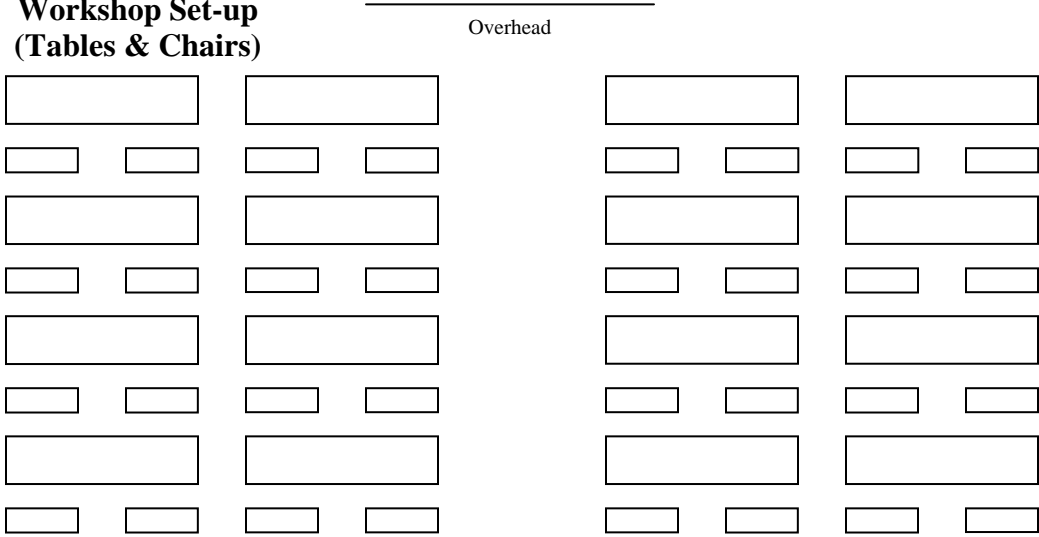
Standard Room Diagrams for A, B & C



**Conference Set-up
(Tables & Chairs)**



**Workshop Set-up
(Tables & Chairs)**



**Theatre Set-up
(Chairs only)**

