

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## MEETING ROOM

### POLICIES AND PROCEDURES

#### **Reservations:**

The General Manager must approve all Meeting Room Usage. Reservations cannot be made more than 30 days in advance. District business has priority for meeting room space (i.e. Board and committee meetings). To make reservations you must complete a Meeting Room Usage Packet either by visiting the District office from 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday thru Friday or call 354-3700 to have one mailed to you. Groups that meet regularly are not necessarily guaranteed reservations on a continuous basis.

#### **Fees:**

Currently there is a \$50.00 *refundable deposit* required. This deposit **will not** be refunded if: the key is not returned to the South Gate, there are phone charges that occur during the group's use of the meeting room, any damage is done to District property or our supplies are used.

#### **General Rules:**

The person making the reservation must be present throughout the scheduled event. This person is responsible for picking up the building key at the South Gate, supervising the group's conduct and safety, cleaning up after the event, closing and locking the building, and returning the key to the South Gate. The District reserves the right to refuse service to anyone or to any group or organization. Individuals or groups abusing these policies and procedures will lose their privilege to use the meeting room.

***All supplies in the kitchen area belong to the District.*** If your group will be serving beverages, they need to be supplied by your group or organization. All beverages must have a lid or be in a can or bottle, such as water or soda.

**No food is allowed in the Board Room.**

#### **EMERGENCY PROCEDURES:**

- For an immediate emergency, dial 9-911 from the kitchen phone and report your emergency to the operator.
- For a non-life threatening problem requiring immediate attention, dial the Security Dispatch Center by dialing 9-354-2273.

#### **Key:**

The group/club will need to pick up a key from the South Gate. The South Gate will have on file a copy of the Meeting Room Key Pass. The Gate Officer will issue a key no sooner than 1 hour prior to the event. Immediately after the event and clean up, the key must be returned to the South Gate. Please note that it is unlawful to duplicate the key!

If you have any questions or comments, please contact the District office at 354-3700.

**RANCHO MURIETA COMMUNITY SERVICES DISTRICT  
MEETING ROOM  
RESERVATION CONTRACT**

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The Rancho Murieta Community Services District welcomes your group or organization to our meeting room facility. Every effort will be made by our staff to help make your event a success. To confirm your registration, please complete this form and be sure any questions you may have; are answered by our staff.

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Date meeting room is requested \_\_\_\_\_

Time: **Start** \_\_\_\_\_ **Finish** \_\_\_\_\_

Total number of people expected \_\_\_\_\_

Will kitchen be used (other than for drinking water)?      **Yes**      **No**  
\_\_\_\_\_

Group Name \_\_\_\_\_

Group Function \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

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Please Read and Sign:

I have read and understand the current policies and procedures, and I agree to oversee the safety and actions of my group or organization. I also understand the building closing and security procedures and agree to follow them.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Rancho Murieta Community Services District  
Meeting Room  
Key Request**

Date of Event \_\_\_\_\_

Issue Key Number \_\_\_\_\_ To \_\_\_\_\_

From the Hour of \_\_\_\_\_ To \_\_\_\_\_

Primary \_\_\_\_\_  
Print Name Phone Number

Alternate #1 \_\_\_\_\_  
Print Name Phone Number

Alternate #2 \_\_\_\_\_  
Print Name Phone Number

I take full responsibility for the use of this key and agree to return the key immediately upon vacating the RMCS D meeting room. I understand that if the key is not returned to Security by the above designated time, as an outside agency, I will be billed a \$50.00 or as a resident my RMCS D account will be charged a \$50.00. I understand that it is unlawful to duplicate this key for any reason.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Rancho Murieta Community Services District Meeting Room Closing Procedures**

Please use the following guidelines when exiting the building at the completion of your event:

1. Please replace chairs to their original places.
2. Clean any spills using Carpet Cleaner and towels located under the kitchen sink.
3. Pick up and dispose of all trash. (Trash bin is located at the end of the parking lot behind gate).
4. Check both restrooms for items left and that all water is off.
5. Turn off all inside lights.
6. Exit through the main meeting room doors. Be sure both sides are locked.
7. Return key to the South Gate Officer and make sure it is logged in.
8. If you have any questions or have trouble securing the building, make sure you tell the Gate Officer on duty.