



SACOG Room Reservation Policy

General Policy

SACOG values its role as a regional convener and has designed its board room to be used for outside groups. As a public agency, the fee structure below is designed to cover SACOG's operating costs so that SACOG's budget is spent on delivering programs and projects.

If not otherwise being used for SACOG business, the SACOG Board Room will be available for use by other entities. Any entity wishing to use the SACOG meeting facilities must provide proof of insurance adequate to cover the event planned and sign a meeting facilities contract. All users will be exclusively responsible for any special expenses related to the use of the meeting facilities (e.g., security guards, audio-visual needs). SACOG will set up the room based on the configuration selected and list the information about the event on SACOG's electronic lobby signage, but there is no other staff support provided by SACOG on the day of the event unless contracted in advance.

SACOG reserves the right to limit use of its facilities to outside entities. The Deputy Executive Director of Operations is delegated authority to implement this rate structure and authorize use of the room.

The following fees for use of SACOG facilities are effective as of August 1, 2019:

Basic Room Rates

	Board Room (Full)	Board Room North	Board Room South
Square Feet	2,263	1,132	1,132
Fee per hour			
8:00 am – 5:00 pm	\$80	\$60	\$60
5:00 pm – 8:00 am	\$120	\$90	\$90
Fee for 4-hours			
8:00 am – 5:00 pm	\$250	\$185	\$185
5:00 pm – 8:00 am	\$375	\$275	\$275
Fee for 8-hours			
8:00 am – 5:00 pm	\$460	\$375	\$375
5:00 pm – 8:00 am	\$690	\$560	\$560
Included in Base Rate			
Fixed A/V Capabilities	<ul style="list-style-type: none"> • 2 screens • 1 podium with mic • wireless presentation • speakers 	<ul style="list-style-type: none"> • 1 screen • 1 podium with mic • wireless presentation • speakers 	<ul style="list-style-type: none"> • 1 screen • 1 mic • wireless presentation • speakers

Additional Rental Fees

Equipment	Description	Rate
A/V Aide	A trained SACOG staff person can be on hand to assist with the setup of the A/V equipment and a total of one hour of assistance. Otherwise the equipment is self-service.	\$200
Audio/Video Conferencing	The rooms are equipped with audio and video conferencing capabilities. This rate covers use of SACOG's conference line. We do not permit the use of other services on our equipment. Audio is transmitted through wireless microphones, so if more than one microphone is desired, they must be rented as noted below.	\$50
Laptop	Limit to 1	\$50
Wireless Microphones	One microphone is included in the base rental price. There is a maximum of 30 microphones that can be rented.	\$100 for 5 plus \$10 per each additional microphone
Catering Room	Catering room includes prep space with hot and cold water, ice, refrigerator and counter space. Room is not included in base rental. No sink is included, so cost covers labor to empty containers.	\$100 flat rate
Capitol Park Room	There is a small space adjacent to the board room that overlooks Capitol Park and seats 10 at a bar height table. It also can be used for food service. There is an adjoining patio that is included in the rental of this space.	\$100 for 4-hours, \$200 for 8-hours
Afterhours HVAC	Heating and air are shut off at 6 pm and turned back on at 5 am by the building Monday through Friday. HVAC needed outside of the building hours can be made available	\$75 per hour

Board Room (Full)

This 2263 square-foot meeting space is ideal for large meetings, presentations, trainings, and workshops. There is an adjoining catering prep space available for a fee.

Board Room North

This 1132 square-foot meeting space is suited for medium-sized meetings, brainstorming sessions, presentations, roundtable discussions, trainings, and workshops. There is an adjoining catering prep space. The room is divided from the south board room by a sound insulating movable glass wall.

Board Room South

This 1132 square-foot meeting space is great for medium-sized meetings, brainstorming sessions, presentations, roundtable discussions, trainings, and workshops. There is no catering prep space. The room is divided from the north board room by a sound insulating movable glass wall.

Payment

SACOG will accept credit card, check, wire, or ACH payment. A deposit equivalent to 50% of the total rental fees is due at the time of booking to secure the reservation. The balance of fees are due 30 days prior to the event. The reserving party risks losing their reservation if payment is not provided within this timeframe.

Cleaning Charge

In addition to the use charges stated above, SACOG will charge a minimum \$250 cleaning charge if the meeting facilities are not left in good condition and in order, without damage. Each reserving party must designate a representative to complete a walk through of the space with the SACOG event coordinator to ensure the meeting facilities are left in good condition.

Afterhours Use

If the meeting takes place outside of regular business hours (8:00 a.m. - 5:00 p.m.) Monday through Friday, the entity renting the facility will be required to provide an attendant in the building lobby to oversee attendee access to the meeting space. A representative of the renting group must meet SACOG staff prior to 5:00 p.m. and return the next business day between 8:00 - 9:00 a.m. to do a walk-through of the space. The entity renting the facility assumes responsibility over attendees from accessing office areas (guests are permitted to use the restrooms, elevator lobby, and reserved meeting room(s) only).

Key Charge

If the space is rented after hours, the renting party will be issued a keyless entry key fob and a physical key to the board room. There is a \$100 re-keying fee if either or both are lost.

Catering

Reserving parties are responsible for arranging any catering, including set up and clean up. No supplies are provided by SACOG.

Audio/Visual

The microphones, laptop, power cords and/or other equipment shall not be unplugged or relocated for any reason without SACOG's prior authorization.

Meeting Facilities

Reserving parties need to keep their events within the reserved room(s). Hallways and SACOG lobby are not considered meeting facilities. Attendees must use the downstairs lobby to make cellphone calls during business hours. Users may use SACOG restrooms during business hours. The reserving party is responsible for communicating this information to their guests.

Media

Media/film crews are not permitted to film or record within the SACOG offices. Any events open to the media require advance notice and approval by SACOG.

Allowable Uses

Meeting space may not be used for commercial or political purposes. SACOG reserves the right to limit use of its facilities.

Liability

Reserving party agrees to indemnify, defend, and hold harmless SACOG, its directors, officers, members, agents, and employees (collectively the "Indemnitees") from and against any and all actions, claims, demands, losses, costs, expenses, including reasonable attorneys' fees and costs, damages, and liabilities (collectively "Losses") arising out of or in any way connected with the performance of this agreement, excepting only Losses caused by the sole, active negligence or willful misconduct of an Indemnitee. Reserving party shall pay all costs and expenses that may be incurred by SACOG in enforcing this indemnity, including reasonable attorneys' fees. These provisions survive the expiration or termination of this reservation.

Cancelation Policy

Reservations canceled 30-days or more prior to the reservation are fully refundable. For cancelations made less than 30 days prior to the event, the rental fees less the 50% deposit will be refunded.

Right to Refuse

SACOG reserves the right to refuse or cancel rental of the facility to any party due to a use that is inconsistent with SACOG's public purpose, lack of payment, or prior mistreatment of the facilities.