



**Central Marin Police Authority**  
 250 Doherty Drive Larkspur, CA 94939  
 (415) 927-5150 FAX: (415) 927-5167

**COMMUNITY ROOM**

**CONDITIONS OF USE**

The Central Marin Police Authority (CMPA) makes its Community Room available as a convenience to our local Marin County community and some organizations outside of Marin, for **government meetings, business groups (not commercial sales meetings), community groups and non-profit groups only.**

The Community Room is located just off the main foyer of the Police Facility building. The room is available Monday through Saturday from 7:30 a.m. to 10:00 p.m. No reservations will be taken for Sundays. Reservations can be made up to six (6) months in advance on a first-come, first served basis.

Our Community Room has a maximum capacity of 59 persons. The 16 tables and 32 chairs may be used as needed, however, **room set-up and breakdown are your responsibility and the room must be returned to its original configuration, even if you do not find it set-up that way** (see attached diagram). If additional chairs or tables are needed, it is your responsibility to arrange for them to be delivered at the time of set-up, and removed immediately after your event. When booking the community room, please be sure to consider time for set-up and take down, as there may be a consecutive booking. Overnight storage is not available.

<b>FEES:</b>	<b><u>NON-PROFIT</u></b>	<b><u>ALL OTHERS</u></b>
Community Room Use Fee – Marin Organizations	\$0.00	\$100.00
Community Room Use Fee – Non-Marin Organizations	\$0.00	\$150.00
Cleaning Fee	\$25.00	\$25.00
Catered Event Fee	\$75.00	\$75.00
Security Deposit	\$100.00	\$100.00

**The security deposit should be issued as a separate check.** Checks should be made payable to: **Central Marin Police Authority.** Security Deposit checks can either be made out on a per use basis (refunded 15 business days after the event), or may be kept on file for all future uses. Non-profit groups who charge an attendance fee may also be subject to the use fee.

**TO RESERVE THE COMMUNITY ROOM:**

Complete and return the “Application for Temporary Use” and “Hold Harmless and Release Agreement” contained in this package. **All payments must accompany your application and should be received by CMPA at least two weeks in advance** in order to be processed for approval. (This applies to the booking of additional dates as well.) Please send, or deliver in person, your application package to:

**Central Marin Police Authority**  
 250 Doherty Drive  
 Larkspur, CA 94939

**Attention: Community Room Booking**

CMPA Front Office hours are: 8:30 a.m. to 4:30 p.m. Monday through Friday. **PLEASE CONTACT THE OFFICE AT (415) 927-5150 TO CONFIRM THAT YOUR APPLICATION WAS RECEIVED AND APPROVED.**

## CANCELLATIONS

Please keep in mind that the Community Room is a part of our Police Facility and also serves as our **Emergency Operations Center (EOC)**. In the event of an emergency, there may be a need to have your group vacate the premises so that the room can be used as the EOC. Additionally, any Police Department needs supersede your reservation. While we will make every effort to make timely notifications, the nature of our services may not make this possible. All payments will be refunded under these circumstances. Cancellations made by the group with less than two weeks' notice may result in the loss of deposit and/or other fees.

## *COMMUNITY ROOM*

### RULES AND REGULATIONS

The following "Rules and Regulations" are part of the "Use Agreement" pertaining to the CMPA Community Room. Should you have any questions regarding this information, please feel free to contact our coordinator at **(415) 927-5150**.

1. All meetings shall be conducted during the **recognized hours only** for any meetings other than government groups. For any government group meetings in which there is open discussion and there is an expectation that the meeting may go past the 10:00 p.m. ending time, prior notification should be made to CMPA.
2. **Smoking is not permitted** in the Community Room or within any areas of the Police Facility, including the surrounding outdoor areas.
3. Consumption of **alcoholic beverages** of any kind is strictly prohibited.
4. **Please do not post any signs** in the outdoor areas of the Police Facility or within the foyer area. Posting of signs or notices in the sidelights, next to the front doors of the Police Facility is allowable with prior approval. If posting of notices prior to your scheduled meeting is required, i.e. for government meetings, please contact CMPA ahead of time for appropriate posting locations.
5. The CMPA front desk is only open during regular office hours and because this is a secure facility, the front doors of the Police Facility are electronically locked between the hours of 4:30 p.m. and 8:30 a.m. and on holidays. Because of this, if meetings are held during these hours or on holidays, you must provide a person to open the door(s), or be in a position to see persons coming to the doors, for anyone coming to your meeting. **Disabling of the locks or propping open the doors sets off an alarm in our internal security system and is therefore not allowed.** If persons come to the facility for Police services and not for your event during these hours, they should be directed to the **call box on the wall to the north of the front doors** as we would not want them to stand at an unattended front counter and not receive Police services. The south front door to the Community Room will be unlocked for you during your event and can be used to access or exit the room. However the north front door does not unlock and although it can always be used to exit the Community Room, if it needs to be opened to facilitate access to the room, it must be opened from the inside. The entrance doors to the Community Room also can **never be propped open as this sets off an alarm in our internal security system.**
6. Any **advertising** of your meeting/event shall be at the discretion of CMPA.

7. **Assembly** is to be held **in the Community Room**. Please avoid congestion and noise in the entry way to the Police Facility, the foyer and the Police Facility lobby. Please be considerate of our neighbors and keep outdoor noise to a minimum.
8. Please inform your group, with the exception of those in need of handicapped parking, to **park in the parking lot at Piper Park** so that we have spaces available in front of the Police Facility for persons in need of Police services. The employee parking lot next to the Police Facility and the police vehicle parking lot behind the Police Facility are posted for towing and although we generally try to give notice and an opportunity to move the vehicle, this may not be possible and violators may be towed at their expense.
9. Bathrooms are located off of the Police Facility Lobby and are ADA compliant.
10. The use of the Community Room is limited to **government meetings, business groups, community groups and non-profit groups only**. Parties, dances, therapy sessions, traffic schools, or the sale/trade of merchandise are not permitted.
11. If tickets or attendance fees are required, these **financial transactions** need to be handled prior to your engagement at the CMPA Community Room. The collection of any attendance fees at the Community Room is **prohibited**.
12. We ask that you **do not attach anything** to the walls in the Community Room. However, there are ledges in front of the white boards that are suitable to prop poster board-type charts or other written information. There are also clips at the top edge of the whiteboards from which materials may be hung. If other methods for display are required, i.e.: easels, you must supply these yourselves.
13. There are white boards available for use in the Community Room. To avoid accidental use of non-erasable pens, **do not bring your own dry erase pens. Please use only the dry erase pens, eraser and cleaner that are already in the room** with the white boards. If the white boards are used, you are responsible for cleaning them prior to leaving the Community Room.
14. Please be advised that you may be held financially **accountable for** replacement or repair of any **Community Room property** which may have been damaged or stolen while the Community Room was in your possession.
15. Any props or equipment which you need for your meeting should be delivered during your set-up time and picked-up immediately after your event. **Overnight storage is not available**.
16. Neither CMPA, the City of Larkspur, the Town of Corte Madera, the Town of San Anselmo, or any of their employees, are responsible for any **lost or damaged articles**.
17. Community Room users are responsible for both **arranging the room** to their specifications and **returning it to its original configuration** (see attached diagram), **even if they did not find it set-up that way**. Please schedule ample time before and after your meeting to do so. The podium in the Community Room is hooked to the floor by the cables for the audio/visual and **cannot be moved as it may cause damage to the cables or the connections**.
18. **Cooking is not permitted** in the Community Room. Light refreshments, such as coffee and finger food, may be served. Events with **catered food are allowed**, however, there will be an **additional \$75.00 fee**. Failing to notify CMPA of a catered event and/or failure to pay this fee will result in the forfeiture of your deposit and may cause future denial of use of the Community Room.

19. **Use of the BBQ is for CMPA employees only.** Use of the BBQ patio is allowable for breaks or other reasons, however, the access doors to the BBQ patio are electronically locked and **disabling of the locks or propping open the doors sets off an alarm in our internal security system and is therefore not allowed.** If persons choose to access the BBQ patio, they must be let back in by someone inside the room.
20. The Community Room should be **left reasonably clean** in order for your security deposit to be returned. If you are expecting a large crowd and serving refreshments or have a catered event, please bring **extra garbage bag(s)** as the Community Room is not equipped to handle much refuse.
21. **Electrical equipment**, such as coffee pots, laptops, overhead projectors, slide projectors, etc., are allowable. Making sure that they are in good repair and not an electrical, fire, or any other type of hazard is your responsibility.
22. Although CMPA is supportive of families and the bringing of small children to the Community room is not discouraged, should your group need to do so, they should be supervised by an adult **at all times.** Children should be kept from roaming the foyer, lobby, BBQ patio and anywhere else on the Police Facility grounds, or playing on the furniture. **Climbing on the BBQ patio walls is expressly prohibited.**
23. Please note that your engagement in the Community Room is limited to the **specific activity, dates and times** which you list on your application form. Any deviation or changes need to be addressed with CMPA prior to your actual engagement.
24. Any severe disturbances or unlawful activity created by your group will be dealt with appropriately by CMPA staff.
25. Violations of any part of these “Rules and Regulations” may cause future denial of requests for use of the Community Room in addition to forfeiture of deposit.

## ***COMMUNITY ROOM***

### **USE OF CMPA AUDIO/VISUAL EQUIPMENT CONDITIONS FOR USE**

The Community Room is equipped with audio/visual systems which are generally available for use. However, the fact that the room is equipped with the audio/visual systems is not an agreement or a guarantee that they will always be available for use and you should have a back-up plan in place if for some reason the equipment is not functioning at the time you have scheduled the Community Room for your event, is not compatible with your equipment, or any other unforeseen reason. Should you have any questions regarding the use of CMPA audio/visual equipment, or would like to schedule an appointment to view the equipment and receive an explanation of how to use it, please feel free to contact our coordinator at: **(415) 927-5150.**

1. There is a laptop computer dedicated to the Community Room, provided for your use, at the podium in the Community Room. This computer is hooked up to the audio/visual system and the visual display is via the **two television sets** above the whiteboards and the overhead **projector** which displays on the whiteboards. If you have a presentation to be displayed, it is suggested that you save it to a USB flash drive to be plugged into the laptop. The laptop computer is equipped with **PowerPoint** and does have Internet access. The **Login** name for the laptop computer is: **PD-EOC-1\eocguest** and the **Password** is: **eocguest.**

2. If there is a need for you to use your own laptop computer, hook-up for the audio/visual system is at the podium and requires a **VGA connection** for the display connection and an **external speaker or headphone jack** for the audio connection. If you have an *Apple* brand computer, this usually requires a convertor. CMPA will not be responsible for supplying any additional connections necessary to make your system(s) work with ours. In this case, the display **will only** be via the **two television sets** above the whiteboards as connection to the overhead **projector** is via a network and requires additional software.
3. The podium in the Community Room is hooked to the floor by the cables for the audio/visual and **cannot be moved as it may cause damage to the cables or the connections.**
4. **Adjustment or changing of any settings** of the audio/visual equipment and the laptop computer is **not allowed**. If something appears to not be functioning properly, **do not attempt to adjust, change settings or fix the equipment yourself**. During regular office hours, contact the Community Room Coordinator, or if not available or after office hours, ask for the on-duty Watch Commander. Keep in mind that the Watch Commander is also responsible for Police Services and supervision of CMPA staff and therefore due to these responsibilities, may not be available at the time of your request, or may not be able to respond at all. You will be held **financially accountable for** any adjustments, changes of settings or other unauthorized alterations of audio/visual equipment which requires CMPA to obtain technical assistance to correct. Hiring of technical assistance to correct issues is at the discretion of CMPA.
5. The Central Marin Police Facility is equipped with a wi-fi network for public access. After connecting to the network (CMPA), the password is: **two5zerodoherty!** (all lower case).

**Central Marin Police Authority**  
**COMMUNITY ROOM**  
**APPLICATION FOR TEMPORARY USE**

Organization Name and/or Event: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Non-Profit Organization:  Yes  No

Date(s) of Use: \_\_\_\_\_ Times of use: **From** \_\_\_\_\_ **to** \_\_\_\_\_

Exact nature of meeting: \_\_\_\_\_

No. of persons expected: \_\_\_\_\_ Fee for Attendance? Yes  No  If yes, Amount: \$ \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**FEES:**

Fee Description:	Amount:	Amount Paid:
<b>Community Room Use Fee (per day scheduled)</b> Non-Profit Groups enter "0"	Marin Org. \$100.00 Non-Marin Org. \$150.00	
<b>Cleaning Fee (per day scheduled)</b>	\$25.00	
<b>Catering Fee</b> If event is not catered, enter "0"	\$75.00	
<b>Security Deposit</b> Indicate if Security Deposit is already on file: <input type="checkbox"/> Yes <input type="checkbox"/> No	\$100.00	
<b>TOTAL FEES:</b>		

If this is your first use of the Central Marin Police Authority Community Room, please indicate one:  
 Keep my Security Deposit on file for future use (Make Checks payable to: **CENTRAL MARIN POLICE AUTHORITY**)  Return my deposit after the meeting (Return of deposit will be 15 business days after the date of the event)

*I have read, understand, and agree on behalf of \_\_\_\_\_ to comply with the Central Marin Police Authority Community Room "Conditions of Use", "Rules and Regulations" and "Conditions for Use of CMPA Audio/Visual Equipment".*

\_\_\_\_\_  
*Signature of Authorized Agent*

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*Printed Name*

Please return this **APPLICATION, HOLD HARMLESS AND RELEASE AGREEMENT** and **FEES** to:

Central Marin Police Authority  
 250 Doherty Drive  
 Larkspur, CA 94939  
 Attention: Community Room Booking

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Fees Received: \_\_\_\_\_  
 Security Deposit:  Yes  No Catering Fee:  Yes  No



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***COMMUNITY ROOM***

**HOLD HARMLESS AND RELEASE AGREEMENT**

As an applicant for the use of the Central Marin Police Authority Community Room facilities, I hereby agree to assume all risks of loss, damage, liability, injury, and cost or expense that may arise during use or be caused in any way by use or occupancy of said area or facility of the Central Marin Police Authority. I further agree that in consideration of being permitted to use said area or facility, I will defend, indemnify, and hold harmless the Central Marin Police Authority, the Town of Corte Madera, City of Larkspur, the Town of San Anselmo, its officials, officers, employees, agents and volunteers from and against, and hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which hereafter may accrue as a result of or during my (applicant) use and occupancy of said areas and/or facilities or nearby premises. I have carefully read this agreement, waiver, and release, and fully understand its contents. I am aware that this agreement contains a release of liability and a contract between me and the Central Marin Police Authority. I agree to abide by the terms of this agreement and the Central Marin Police Authority's Community Room "Conditions of Use", "Rules and Regulations" and "Conditions for Use of Central Marin Police Authority Audio/Visual Equipment" and I sign of my own free will.

My signature below signifies that; I am 21 years old or older; I agree to abide by all the conditions of the Central Marin Police Authority Community Room "Conditions of Use", "Rules and Regulations" and "Conditions for Use of Central Marin Police Authority Audio/Visual Equipment"; and I also agree to pay the Central Marin Police Authority all costs the Central Marin Police Authority may incur as a result of any failure to comply with all of these conditions. I have read the above hold harmless, indemnity and release agreement and fully understand that I assume all risks for any injuries and property damage suffered and shall indemnify the Central Marin Police Authority from any liability arising out of my event.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name



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## COMMUNITY ROOM

Room Set-up Diagram

