

Amador County Transportation Commission (ACTC)

Application for Use of Conference Room

Multipurpose Room _____ Reservation Date _____ Time _____

Small Conference Room _____ Reservation Date _____ Time _____

(Only available from 5:00 pm - 9:30 pm)

AGREEMENT: The undersigned states that to the best of his/her knowledge, the ACTC property, for use of which application is hereby made, will be used in accordance with the ACTC approved Policy regulating the use of ACTC facilities. We/I hereby certify that we/I shall be personally responsible on behalf of our group or organization for any damage sustained on ACTC premises, furniture, or equipment because of the occupancy of said premises by our organization or group and that we/I further agree to hold the ACTC free and harmless from any and all liability claims that may occur during the use of the ACTC facility by our group and that I further agree that we/I have read the attached rules and regulations and we/I agree to abide by said rules and regulations. If we/I fail to do so the group may be evicted from the rental premises. **PLEASE NOTE: CONFERENCE ROOMS ARE EQUIPPED WITH VIDEO SURVEILLANCE CAMERAS**

Initial _____

CHARGES: The following estimate represents the approximate rental cost to your organization for the operation of your event. Your organization agrees it will be responsible for any damages or special cleaning charges incurred as a result of your use. Your organization must pay the rental fee in advance unless you make prior arrangements. It is understood that confirmation is contingent on your agreement to pay the required fees.

RENTAL RATE: See attached.

USE REGULATIONS: See attached.

APPLICANTS RESPONSIBILITIES

1. All matters concerning a reservation must be handled by the applicant and the ACTC representative signing the reservation.
2. Opening or closing times can be changed only with ACTC approval.
3. Anyone not showing for a reservation date will be charged unless notification has been received at least 48 hours in advance.
4. Groups will be held financially responsible for damage to the facilities and equipment.
5. No decorations are allowed.
6. The ACTC is not responsible for any lost or stolen articles.
7. Payment for use of facilities must be made two weeks prior to reserved date(s), by check made payable to:
Amador County Transportation Commission
8. Liability insurance must be provided by user as specified in the ACTC policy.
9. Acceptance of a facility request form is a reservation.

Initial _____

Print First & Last Name

Phone Number

Mailing Address

City

State

Zip

I certify that I have read and will abide by the rules and regulations which are on and attached to this application.

X _____
Signature of Applicant

Reservation Taken By

Amador County Transportation Commission (ACTC)

Fee Structure

MULTIPURPOSE ROOM RATES/INSURANCE

- Certificate of Liability Insurance and an Additional Insured endorsement that also extends to ACTC Directors, officers, employees, and agents
- \$250 Deposit
- \$25 Deposit for the security fob/door release
- Hourly rates for Public Non Profit and Government Organizations
 - \$35/hr. - Limited ACTC staff assistance
 - \$50/hr. - Use of Teleconference equipment with ACTC staff
- Hourly rates for Private Non Profit and Private Organizations
 - \$75/hr. - Limited ACTC staff assistance
 - \$100/hr. - Use of Teleconference equipment with ACTC staff

(Negotiated full-day rates available.)

SMALL CONFERENCE ROOM RATES/INSURANCE (only available from 5:00 pm - 9:30 pm)

- Certificate of Liability Insurance and an Additional Insured endorsement that also extends to ACTC Directors, officers, employees, and agents
- \$25 Deposit for the security fob/door release

All uses for this facility are incidental to public transit per FTA requirement. This facility may also be used for emergencies at any time in cooperation with the Amador County Sheriff's Office of Emergency Services. All users must pay a \$250 cleaning deposit which may be refunded by the ACTC upon inspection. Amador County Transportation Commission, Amador Transit, and Amador Community College Foundation users have priority for use of the facility. If cleanup has been determined to be unsatisfactory, all or part of the cleaning deposit will be retained by ACTC.

Member agencies and affiliates will not be required to pay a deposit or rental fee; however, they will need to provide a Certificate of Liability Insurance and an Additional Insured endorsement that also extends to ACTC Directors, officers, employees, and agents. Examples of member agencies or affiliates are: Amador Transit, Amador Community College Foundation, Caltrans, Amador County and its cities, emergency use, or other partners that have a Memorandum of Understanding with ACTC.

PLEASE NOTE: CONFERENCE ROOMS ARE EQUIPPED WITH VIDEO SURVEILLANCE CAMERAS

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Insurance Requirements

The applicant will procure and maintain insurance against claims for injuries or damages to property, which may arise from or in connection with the applicant's operation and use of the premises.

The cost of this insurance shall be borne by the applicant. The applicant shall, prior to use of the facility:

1. Provide Certificate of Liability Insurance and Additional Insured endorsement naming ACTC, its officers, officials, and employees as Additional Insured in the amount of no less than \$1,000,000.00.
2. Provide insurance at least as broad as ISO Commercial General Liability coverage (Form CG 0001). Any policy general aggregate limits shall be twice the required Occurrence limit;
3. Provide ACTC with information on any policy deductibles. The ACTC or any of its insurance or other coverage's are not to be considered contributory or primary with respect to any deductibles or retentions;
4. Provide that policy will not be cancelled or materially changed without thirty days written notice to ACTC;
5. Provide complete, certified copy of any and all insurance policies, including endorsements required by these provisions upon request of the ACTC.

Amador County Transportation Commission (ACTC)

Use Regulations

The Amador County Transportation Commission (ACTC) established the following policies regarding use of the ACTC conference rooms.

Please make arrangements with staff prior to your reserved date to review room setup and opening/closing procedures.

PLEASE NOTE: Conference Rooms Are Equipped With Video Surveillance Cameras

- Security Fob/Door Opener - This can be picked up Monday - Thursday from 8:00 am - 4:30 pm or Friday from 8:30 am - 12:00 pm. Security fob must be returned the next business day following the reservation date.
- Parking - There are only ten parking spaces in addition to the two handicap spaces in front of the facility. Overflow parking is available in the lower park and ride lot or on the dead end portion of Valley View Way adjacent to the building.
- Cells Phones - Must be turned off.
- Public Wireless Connection - Available by password; ask at time room is reserved.
- Smoking/Chewing Tobacco - Strictly prohibited within the building and within 25' of the front door.
- Do not touch or disturb the cameras and TV screens in the conference rooms.
- Do not use the touch screen panel controller screen unless trained or supervised by ACTC staff.
- Do not attempt to take any equipment from the conference rooms.
- Access to the server room in the multipurpose room is prohibited.
- No nails, screws, or damage of wood in any way. No tacks or tape on the walls.
- Do not block or store items in hallway leading to exits.
- All meetings must end by 9:30 p.m. unless other arrangements have been made.
- Limited use of alcohol may be permitted under special terms and conditions per approval of ACTC and legal counsel.
- There are no kitchen facilities available in the building. Only "light snacks/sandwiches" are permitted. Wipe off all tables that had food on them and dispose of any leftovers in the garbage can outside the building. Users must provide their own supplies (coffee, cups, etc.)
- Clean premises before leaving.
- Empty and dispose of all recycling and garbage in trash cans outside the building.
- **CLASSROOM SETTING - NO FOOD OR DRINK ALLOWED EXCEPT FOR BOTTLED WATER**

USE REGULATIONS TO BE POSTED IN CONFERENCE ROOMS