

## SBCERS Board Room — Rules and Regulations

Effective \_\_\_\_\_, 2023.

### I. Rules and Regulations

- A. Santa Barbara County Employees' Retirement System ("SBCERS") does not endorse the opinions expressed by, or the basic purpose of, any outside group using the SBCERS Board Room.
- B. Priority for use of the SBCERS Board Room is as follows in descending order:
  - 1. SBCERS, Board of Retirement, RESBC, and their related activities; Board meetings for government or non-profit organizations.
  - 2. Tenants of 130 Robin Hill Road.
  - 3. SBCERS Plan Sponsors (including the County of Santa Barbara)<sup>1</sup>.
    - a) Bookings will not be made more than three (3) months in advance.
  - 4. Non-profit organizations<sup>2</sup> and other government agencies.
    - a) Bookings will not be made more than three (3) months in advance.
  - 5. All other users (commercial and private), subject to approval by the SBCERS Chief Executive Officer or their designee.
    - a) Bookings will not be made more than three (3) months in advance.
- C. Capacity of SBCERS Board Room: 90 people.
- D. Per fire codes, the room capacity may not be exceeded. Organizations using the SBCERS Board Room are responsible for enforcing fire safety occupancy limits. If there is a need to call the Fire or Police Department due to exceeding capacity, there will be a \$250 charge.
- E. Reservations are made by completing the SBCERS Board Room: Application for Use and submitting to Dani Couture, [dcouture@sbcers.org](mailto:dcouture@sbcers.org). Submission of the Application of Use does not guarantee availability or approval.
- F. The SBCERS Board Room may be used during regular SBCERS business hours (typically M-F 8:00 a.m. – 5:00 p.m., with exception for holidays). Use outside of regular business hours is subject to SBCERS staff availability and subject to an additional fee.
- G. Organizations using meeting rooms must inform SBCERS, in advance, of any plans to serve food or beverages.
- H. No admission fee shall be collected by the user for the event and no sale of goods or services is allowed in the SBCERS Board Room.
- I. Alcoholic beverages are not allowed, unless approved by the SBCERS CEO in writing. Requests to serve alcoholic beverages at a function require a permit from the California Department of Alcoholic Beverage Control and may need approval from the Police Department.
- J. The user is responsible for monitoring the actions of all guests and enforcing all facility policies.

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<sup>1</sup> County of Santa Barbara, Santa Barbara County Superior Court, Carpinteria-Summerland Fire Protection District, Santa Barbara County Air Pollution Control District (APCD), Santa Barbara County Association of Governments (SBCAG), Santa Maria Cemetery District, Mosquito & Vector Management District of Santa Barbara County, Goleta Cemetery District, Summerland Sanitary District, Oak Hill Cemetery District, Carpinteria Cemetery District, Local Agency Formation Commission (LAFCO).

<sup>2</sup> A 501(c) nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status with their application to ensure nonprofit rates.

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- K. User shall indemnify, defend, and hold harmless SBCERS, its directors, officers, and employees, from and against all injuries, losses, or damages arising out of, or relating to, User's use of the SBCERS Board Room.
- L. Meeting room privileges may be cancelled at any time by SBCERS or the user. A full refund will be issued in the event of cancellation.
- M. SBCERS may bill any charges for additional cleaning or repairs for damage to the property or furniture after the event. Invoice(s) or receipt(s) will be provided directly to the user.

## II. Rental Fees

- A. Fees for meeting room must be paid by the day before the event at the following rates:

Org Type	Regular Business Hours	Outside of Regular Business Hours
<b>SBCERS, BOR, RESBC, Tenants of 130 RHR, Board meetings for government or non-profit organizations</b>	No charge	No charge
<b>Events/Trainings for SBCERS Plan Sponsors, Non-profit, or Other Government Agency</b>	\$60/hr	\$80/hr.
<b>All others (private and commercial)</b>	\$100/hr.	\$120/hr.

- B. Use of screen wall via HDMI cord, no charge.
- C. Guest WiFi, no charge.
- D. Use of SBCERS computers or A/V equipment, an additional \$40 one-time flat fee.
- E. Use of Kitchen, an additional \$50 one-time flat fee.

## III. Payment Instructions:

- A. SBCERS will provide an invoice to the user. Payment must be received by the event date via check or journal entry.

## IV. Meeting room details:

- A. Users will be responsible for communicating equipment needs to SBCERS when the reservation is made. Users will be responsible for the setup of all tables, chairs, and equipment.
- B. Users must notify an SBCERS staff member when they are finished with the room.
- C. General cleanup of the rooms must be done by user(s) before leaving, including placing food, beverages, and other trash in trash bags provided and placed by exit door, tables wiped clean, etc.
- D. Users will be properly returning chairs, tables, and equipment to the position they found it.
- E. Users may not fix anything to the walls, including but not limited to tape, posters, papers, or post-it notes.

# SBCERS

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## SBCERS Board Room: Application for Use

Please submit completed form to [dcouture@sbcers.org](mailto:dcouture@sbcers.org).

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Organization Name: \_\_\_\_\_

Organization Type:

- Tenant of 130 Robin Hill Road  Commercial/Private Entity  
 SBCERS Plan Sponsor (incl. County of SB)  Other (describe): \_\_\_\_\_  
 Non-Profit\* or Other Government Agency

*\* Nonprofit designation: A 501(c) nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status with their application to ensure nonprofit rates.*

Event Name/Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Expected attendance: \_\_\_\_\_

Time Beginning\*: \_\_\_\_\_ Time Ending\*: \_\_\_\_\_

*\* Including setup and breakdown.*

Equipment Requested:

- Projector Screen  Handheld Wireless Microphone (1)  
 Screen Wall (HDMI input, cable provided, no charge)  Owl Camera & Microphone (1)  
 Screen Wall with:  Wi-Fi  
 Zoom Audio/Visual Capabilities  
 Teams Audio/Visual Capabilities

Food/Beverage:

- Food & Beverages (not including water) will not be served.  
 Food & Beverages will be served.  
 Use of kitchen.  
 By signing below, the Applicant and their attendees agree to the SBCERS Board Room Rules and Regulations set forth in the attached Application for Use.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### SBCERS to Complete

Rental Fee Due: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date Paid: \_\_\_\_\_