



### Use of Center for Volunteer & Nonprofit Leadership (CVNL) Conference Room

Center for Volunteer & Nonprofit Leadership (CVNL) would like to welcome you to utilize our conference room – “Space for Change” – to maximize opportunities for nonprofit leaders. Providing a convening space for nonprofit leaders is one critical way that CVNL supports successful, sustainable change efforts and healthy, happy communities.

For over 50 years, CVNL has developed the skills, knowledge, and connections of aspiring and established leaders in Marin and beyond. We know that with confident and prepared leaders, nonprofits are better equipped to advance their missions. Please [follow this link](#) to learn more about how we are making a positive contribution to community change through our learning environment.

#### Agreement

The primary purpose of the “Space for Change” conference room is to provide nonprofits and other organizations who are members of CVNL with a community-centered space to hold meetings. The use of the conference room comes on a first-come, first-serve basis.

I, \_\_\_\_\_, representative of \_\_\_\_\_ agree to the following:  
(Name) (Organization)

**Responsible Party:** The representative of the agency/group must be at least 21 years old and agrees to be present at the scheduled event and is responsible for the requested meeting room. Any person applying for the use of the meeting room on behalf of any organization or group shall present written authorization from the organization/group to make request. **The Responsible Party must check with a CVNL representative prior to entering the conference facility. A binder with general information should be passed onto all attendees and made available at that time.**

\_\_\_\_\_ Initials

**Room Set Up:** It is recommended that leaders arrive in ample time to arrange furniture and set up materials as needed. In general, add 30 minutes pre- and post-meeting time to your room reservation to set up and clean up.

\_\_\_\_\_ Initials

**Supplies:** All materials including markers, flipcharts, pens, tape, etc. are not provided and are the user party’s responsibility.

\_\_\_\_\_ Initials

**Duplication of Materials:** In critical situations only, and as staff time permits, a limited number of copies can be printed at 10 cents per copy, black and white only.

\_\_\_\_\_ Initials



**Parking at CVNL:** Please advise all your meeting guests they must park on the street. There is plenty of parking on Paul Dr. and Mitchell Blvd. The parking lot behind CVNL is reserved only for tenants of the building, even the unmarked space. Thank you for your cooperation.

\_\_\_\_\_ Initials

**Computer Equipment:** Smart screen and supplementary supplied technology will not be set up prior to reservation time, but can be made available for presentations. It is the responsibility of the attending parties to test the software systems in advance and come with a backup plan.

\_\_\_\_\_ Initials

**SMOKING IS NOT PERMITTED** on or around the CVNL workspace.

\_\_\_\_\_ Initials

**Beverages and Food:** Outside food, catering and delivery is allowable during your meeting. Your group representative needs to meet the food delivery. Groups planning to serve food or beverages must provide their own plates, bowls and other eating/serving supplies. Your group is advised to take extra care to guard against spills on the chairs and carpets, and any uncleaned area will incur outside cleaning costs, if necessary. Groups are requested to dispose of food and beverage-related trash in outside receptacles. Alcoholic beverages are not permitted on the CVNL campus.

\_\_\_\_\_ Initials

**CANCELATION:** CVNL reserves the rights to cancel a reservation if CVNL deems necessary. Every effort will be made to provide at least 10 days notice when a reservation is cancelled. Applicant agencies/groups are required to inform CVNL at least 72 hours in advance of room cancellation for courtesy of other organizations who are on the waitlist. Cancellation within 72 hours notice will be acceptable only in the event of an emergency.

\_\_\_\_\_ Initials

**USERS WILL BE LIABLE FOR ANY DAMAGE/CLEANING TO THE FACILITY OR ITS CONTENTS:** The organization or applicant further agrees to reimburse CVNL for any loss of damage to meeting rooms or property, in the amount required to replace or repair said property or hire outside cleaners.

\_\_\_\_\_ Initials



**INDEMNIFICATION AND HOLD HARMLESS:** The applicant hereby agrees to indemnify and hold harmless the CVNL, its Board of Trustees, the individual members thereof, its officers, agents, servants, and employees from any and all liability, loss, claims, demands, damages, and costs including reasonable attorney fees, resulting from or arising out of personal injury due to death of any person(s), and damages to or destruction of any property, including but not limited to the property of any party hereto, arising out of or in any way connected with such use and occupancy of CVNL Office meeting rooms or the active or passive negligence of the CVNL, except as may result from the sole negligence or willful misconduct of CVNL, its Board of Trustees, the individual members thereof, its officers, agents, servants and employees.

\_\_\_\_ Initials

**CERTIFICATE OF LIABILITY REQUIRED:** Comprehensive General Liability including personal injury and contractual liability at \$1,000,000 Combined Single Limit for bodily injury and property damage per occurrence. **An additional Insured Endorsement is required naming the CVNL in the amount of \$1,000,000, its directors, and officer, agents, servants and employees. This insurance rider must be submitted to CVNL staff 1 week or more before the meeting.**

\_\_\_\_ Initials

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Center for Volunteer & Nonprofit Leadership

CHANGE STARTS HERE

Conference Room Use

Confirmation Page

Center for Volunteer & Nonprofit Leadership (CVNL)

65 Mitchell Blvd., Suite 101

San Rafael, CA 94903

Organization Name:

Person requesting space:

Title of person requesting space:

Email:

Phone:

Date of meeting:

Time the space is requested:

Purpose of meeting:

Date submitted:

#### Summary Checklist

##### Pre-meeting

Agreement initialed?  Yes  No

Insurance rider received?  Yes  No

##### Post-meeting

Kitchen, binder and equipment left orderly?  Yes  No

Outside Cleaning required after meeting?  Yes  No