



SACOG Room Reservation Policy

General Policy

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. 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.

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	\$178	\$144	\$144
5:00 pm – 8:00 am	\$255	\$195	\$195
Fee for 4-hours			
8:00 am – 5:00 pm	\$544	\$425	\$425
5:00 pm – 8:00 am	\$774	\$586	\$586
Fee for 8-hours			
8:00 am – 5:00 pm	\$926	\$774	\$774
5:00 pm – 8:00 am	\$1,343	\$1,105	\$1,105
Included A/V			
A/V Capabilities	• Full Board Room: • 4 screens • Zoom Webinar/Meeting Capability • 1 podium with mic • 1 Laptop • wireless presentation • wireless mics and speakers	• Board Room North: • 2 screens • Zoom Webinar/Meeting Capability • 1 podium with mic • 1 Laptop • wireless presentation • wireless mics and speakers	• Board Room South: • 2 screens • Zoom Webinar/Meeting Capability • 1 podium with mic • 1 Laptop • wireless presentation • wireless mics and speakers
5:00pm - 8:00am, Saturdays and Sundays are considered after hours.			

Additional Rental Fees

Equipment	Description	Rate
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

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 and Maintenance

The Renter agrees to return the meeting room in good condition, ensuring that all furniture, fixtures, and equipment are left in their original placement and are free of any damage or mess. The Renter is responsible for cleaning up after the use of the space, including wiping down surfaces, disposing of any trash, and returning the room to a clean and orderly state. Cleaning supplies, including but not limited to disinfecting wipes, paper towels, and trash bags, are provided for the Renter's convenience. If the room is left excessively dirty or in a state requiring additional cleaning beyond normal use, the Renter may be charged an additional cleaning fee.

Cleaning Charge

In addition to the use charges stated above, SACOG will charge a minimum \$500 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 walkthrough of the space with the SACOG event coordinator to ensure the meeting facilities are left in good condition.

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 \$200 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.

Capacity

The maximum capacity of the Board Room is 82 individuals. The Renter agrees not to exceed this occupancy limit at any time during the rental period. Exceeding the stated capacity may result in immediate termination of the rental agreement and additional fees. The Renter is responsible for ensuring that all guests comply with the room's occupancy limit and for maintaining a safe and comfortable environment throughout the rental period.

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 Indemnatee. 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.

Cancellation Policy

Reservations canceled 30-days or more prior to the reservation are fully refundable. For cancellations 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.