



## HUMBOLDT AREA FOUNDATION

### MEETING ROOM INFORMATION

**Reservation forms should be submitted to HAF within two weeks following your reservation inquiry to solidify your reservation. Submission of this form does not constitute approval of a request to use the facility. The Foundation reserves the right to refuse use of the rooms to any group.**

#### Emmerson Room

Capacity 60 people (45 for seated events)

##### Fees & Hours of Availability:

*No charge* during regular operating hours  
(Mon. thru Fri. 8:30 a.m. - 5:00 p.m., excluding holidays)

\$15 /hr. (w/\$45 min.) for evening and weekend use.  
Mon.-Fri. 5-10pm; Sat. 8am-10pm; Sun. 8am-5pm  
*(Requires at least 2 weeks advance notice)*

##### Equipment

*(Please request when making reservation)*

- Limited availability -

- Tables (9 large round seat 6-8 (62"), 10 small round seat 4 (48"), and 17 rectangular seat 2-3 (18"x72") & 70 chairs
- Lectern
- Easel & Pad w/ Markers
- Computer Projector & Screen
- Translation Equipment
- Conference Phone (Please bring calling card or use a conference call service; *not able to receive incoming calls*)
- Laptop
- Computer Speakers

*(Copy machine is not provided)*

##### Kitchen Amenities

*Please note that the kitchen is also used by HAF staff and other groups that might be using the facility.*

*As a result, amenities may be limited.*

Microwave Oven

Stovetop / Oven

Refrigerator

Pots & Pans

Dishware / Flatware (40 settings)

8-10cup Coffee Makers with Thermal Carafes

*(The following items are not provided by HAF:*

*Coffee, tea, sweetener, cream, wine glasses, ice, or table cloths)*

***Please take excessive trash and recycling***

***with you when you leave***

#### Nilsen Room

Capacity 18 people

##### Fees & Hours of Availability:

*No charge* during regular operating hours  
(Mon. thru Fri. 8:30 a.m. - 5:00 p.m., excluding holidays)

\$15 /hr. (w/\$45 min.) for evening and weekend use.  
Mon.-Fri. 5-10pm; Sat. 8am-10pm; Sun. 8am-5pm  
*(Requires at least 2 weeks advance notice)*

##### Equipment

*(Please request when making reservation)*

- Limited availability -

- 8 rectangular tables (24"x72") & 20 chairs
- Easel & Pad w/ Markers
- Computer Projector
- Translation Equipment
- Conference Phone (Please bring calling card or use a conference call service; *not able to receive incoming calls*)
- Laptop
- Computer Speakers

*(Copy machine is not provided)*

##### Kitchen Amenities

*Please note that the kitchen is also used by HAF staff and other groups that might be using the facility.*

*As a result, amenities may be limited.*

Microwave Oven

Stovetop / Oven

Refrigerator

Pots & Pans

Dishware / Flatware (40 settings)

8-10cup Coffee Makers with Thermal Carafes

*(The following items are not provided by HAF:*

*Coffee, tea, sweetener, cream, wine glasses, ice, or table cloths)*

***Please take excessive trash and recycling***

***with you when you leave***

**Important Notes:** Groups are to supply their own food, beverages, cleaning supplies, storage containers/supplies, and paper products. Groups are also responsible for wiping down tables and whiteboards, drying, and putting away all dishes and equipment used by your group and leaving the kitchen area as you found it for the next group. Because of our location near the safety corridor and for everyone's travel safety meetings that are scheduled to begin or end during the peak traffic hours of 8:30a-9:00a or 5:00- 6:00p, Monday -Friday should be avoided. Please encourage your meeting participants to carpool as parking is limited.



Meeting rooms at the HAF Community Center are available for use by nonprofit organizations, government and educational institutions, and community groups.

### **Additional information to consider when scheduling a room reservation:**

- Humboldt Area Foundation meeting room facilities are offered to the public as a resource to encourage convening for the best interests of the community, especially when intended to encourage community generosity, leadership, and inclusion. **Rooms are available to registered nonprofits, community groups, government organizations, and educational institutions.** Because our rooms must be utilized for charitable and educational purposes, we are not able to accommodate for-profit entities, private functions hosted by individuals, or events intended for religious studies or services.
- In an attempt to make our facilities available to as many community groups as possible, organizations wishing to use the facilities for their recurring meetings may schedule only two at a time. Examples of recurring events include, but are not limited to, board meetings, committee meetings, staff meetings, trainings, and orientations.
- The Foundation will allow any one organization to have up to (not to exceed) 6 active/pending meetings on the calendar at one time, regardless of the organization's size. Organizations can have up to 6 pending reservations on the calendar *only if the meetings scheduled are for different purposes*, not to conduct regular business of the organization or that of an ongoing committee, advisory group or board. We are also able to make up to 6 reservations for collaborative groups that are engaged in public planning processes that involve *limited* meetings (6 max.) to create community development strategies that will impact the long term social, economic, and environmental wellbeing of life on the North Coast.
- There is no limit to how many times any one group may use our rooms in a twelve month period, as long as the above guidelines are followed.
- **Our building opens at 8:30am and closes at 5:00pm Monday-Friday. Please be advised that rooms are NOT available before the start time of your reservation and that the gates to our facilities do not open until 8:30a on weekdays.** Please be sure that time for set-up and clean-up of your meeting are factored into the time booked for your reservation. Groups using the rooms outside of regular business hours we will charge \$15/hr. fee, with a minimum usage fee of \$45 (3 hours). After hours meetings that run over their scheduled reservation will be charged for the additional time.
- Should your organization need to **cancel** its after-hours reservation, the Foundation will issue a full refund of the reservation fee if the cancellation is made more than 3 business days in advance of the actual reservation date.
- The Foundation encourages scheduling a visit to the facility during normal business hours to become familiar with the rooms, furniture, and equipment that are available (*at least 3 business days before the date of the event*).
- It is important to note that meeting room maximum capacities do not accommodate sit down meals. It is not recommended to serve a sit down meal with more than 15 people in the Nilsen Room or 45 people in the Emerson Room.
- Food may not be served out of the kitchen during business hours. For after-hours reservations, it is recommended that food be served in the meeting rooms, NOT in the kitchen. HAF Staff and community groups from both meeting rooms may need to use the kitchen (both during and outside of business hours). Please be advised that we have a refrigerator available exclusively for use by groups using the meeting rooms and one for HAF staff. Please use only the refrigerator designated for community groups.
- HAF Building Stewards are present for after-hours reservations. Their duties are to open and close the building at the times your reservation starts and ends, to assist groups with accessing, setting up and troubleshooting audio-visual equipment, and to answer general questions about use of the site. **Please be advised that your group is responsible for setting up tables and chairs for your meeting, and for completing the Clean-up Checklist posted in each meeting room.** Stewards are not able to assist groups with set-up and clean-up.
- Groups who will be serving, selling, or consuming alcohol on Humboldt Area Foundation premises must provide proof of liquor liability insurance that covers the reservation date at least two weeks prior to the scheduled event.

**Please call Jill Moore, Office Manager if you have problems with your  
AFTER HOURS ROOM RESERVATION – (707) 273-7357**



**HUMBOLDT AREA FOUNDATION**

## Meeting Room Agreement Form

363 Indianola Road • Bayside, CA 95524

Phone: 707- 442-2993 • Fax: 707-442-9072

~ Our building opens at 8:30am and closes at 5:00pm Mon-Fri ~

**Please call the Foundation to temporarily reserve the room(s) and equipment before completing this form.**  
If you are requesting multiple, non-sequential days for your meeting/event, please submit one form for each day.

Meeting/Event Name: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Meeting/Event Date: \_\_\_\_\_ Approx. Number Attending: \_\_\_\_\_

Room(s) Reserved: ☐ Nilsen ☐ Emmerson Use of Kitchen: ☐ (Please note that HAF staff and other groups  
(capacity 18) (capacity 60) using the facility might also use kitchen)

Meeting/Event Hours: \_\_\_\_\_ to \_\_\_\_\_ \*Fee for Your Event, if applicable: \$ \_\_\_\_\_ .00

Actual Hours of Reservation: \_\_\_\_\_ to \_\_\_\_\_ HAF Room Use Fee:  
(Please allow time for set up & clean up) (For after hours meetings only) \$ \_\_\_\_\_ .00

\$15/hr. per room, minimum \$45 fee

**Rooms will not be available to your group before your reservation start time. It is advised that meetings taking place during business hours end by 4:30pm to allow for clean up time before the office closes. We appreciate your efforts to start and end your reservation at the times indicated.**

### **EQUIPMENT - Please mark the equipment you would like to reserve (subject to availability):**

- |   |  |
|---|--|
| <input type="checkbox"/> Computer Projector   | <input type="checkbox"/> Lectern               |
| <input type="checkbox"/> Easel & Pad w/ Markers   | <input type="checkbox"/> Translation Equipment |
| <input type="checkbox"/> Laptop   |  |
| <input type="checkbox"/> Conference Phone (Long Distance: please bring calling card or use conference call service) |  |

### **REQUIRED – Please initial each of the following, which states that you understand your responsibility for this reservation:**

\_\_\_\_ **Set-Up:** Your group is responsible for setting up furniture and equipment to suit your needs.

\_\_\_\_ **Equipment:** Notify HAF staff if you find any problems.  
○ Leave it in the condition you received it in. Please notify staff when you are done using equipment.  
○ Arrange to be trained by HAF staff, at least 3 working days prior event date, if unfamiliar with the equipment reserved.

\_\_\_\_ **Clean-Up:** Your group is responsible for complete all of the items on the Clean-up Checklist posted in the room and kitchen prior to leaving the facility. Please let our Receptionist or Building Steward know when your group has finished cleaning and is ready to depart.

\_\_\_\_ **Smoking Policy:** NO SMOKING within 30 feet of any building.  
○ Cigarette butts must be disposed of in the proper receptacle.  
○ Humboldt Area Foundation prefers that you refrain from smoking on the premises.

\_\_\_\_ **Alcohol:** ☐ YES, our group will be serving alcohol ☐ NO, our group will not be serving alcohol  
Groups who will be serving, selling, or consuming alcohol on Humboldt Area Foundation premises must provide proof of liquor liability insurance for your event date at least two weeks prior to the scheduled event.

\_\_\_\_ **Fees for Events:** If charging a fee or requesting donations to attend your event, please provide your tax ID# (EIN): \_\_\_\_\_

\_\_\_\_ **Cancellations:** Call HAF to cancel as soon as possible (*allowing other groups to have an opportunity to use the room*).  
○ After-hours reservations with less than 3 days cancellation notice are only eligible for a 50% refund of the required payment. No refunds will be provided for no-show or same day cancellations.

***I have read the "Meeting Room Information" sheet and, on behalf of the organization named below. My organization or group agrees to indemnify, defend and hold harmless the Humboldt Area Foundation and any agent or employee of the Humboldt Area Foundation from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operation performed by said group.***

Signed and Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Responsible Person)

On behalf of: \_\_\_\_\_  
(Printed Name of Responsible Person)  
\_\_\_\_\_  
(Name of Organization or Group)

☐ Humboldt Area Foundation staff have my permission to share my contact information with community members who have questions about this meeting.

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

***We will confirm your reservation by email upon receipt of a completed form and any necessary payment.***  
***Trouble with evening or weekend reservations? Call Jill Moore, Office Manager at (707) 273-7357***



## ROOM RESERVATION CREDIT CARD PAYMENT FORM

Date:	
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*Type of Card:*  
(please check one)

☐

VISA

☐

MASTER CARD

☐

DISCOVER

*We do not accept American Express*

*Name on Card:*

\_\_\_\_\_

*Billing Address:*

\_\_\_\_\_

*City/State/Zip:*

\_\_\_\_\_

*Phone Number:*

\_\_\_\_\_

*E-mail:*

\_\_\_\_\_

*Card Number:*

*Exp. Date (MM/YY):*

\_\_\_\_ / 20

*Transaction Amount:*

\$

\_\_\_\_\_

**Date of room reservation:**

\_\_\_\_\_

**Organization responsible for reservation:**

\_\_\_\_\_

**Title of the meeting event:**

\_\_\_\_\_