



P A J A R O V A L L E Y  
**COMMUNITY**  
**HEALTH TRUST**

## ROOM USE GUIDELINES FOR THE KATHLEEN KING COMMUNITY ROOM

The Pajaro Valley Community Health Trust is pleased to offer the Kathleen A. King Community Room for use free of charge\*. To ensure a pleasing experience for all, please thoroughly review this document.

### **Available equipment:**

- 70 chairs
- 18 rectangular tables
- 2 half circle tables
- Rolling carts to move chairs
- 2-piece wooden stage
- Podium
- Rolling screens to divide rooms

### **Audio/Visual Equipment & Other Amenities**

The PV Health Trust Executive Assistant will provide limited equipment support during business hours (Monday-Friday 8:00AM-4:30PM).

At no cost, we are happy to provide the following equipment to support your community event (note: you must bring your own laptop):

#### **Polycom Wireless Conference Phone (Reservations must be made in advance)**

- Wireless protocol with Base station
- Mini-USB port
- Two Polycom Mic Pods

#### **Benq Projector (Reservations must be made in advance)**

- USB Cable
- HDMI Cable

#### **Microphone and Sound System (Reservations must be made in advance)**

- One handheld Microphone that is connected to sound system in room.
- Two lapel microphone's that are connected to sound system in room.
- Compatibility to connect line in for music.

\*Renter is subject to damage and or cleaning fees based on repair/cleaning costs incurred by the Health Trust following Renter occupancy.



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### **Wireless Internet Access**

- The Kathleen King Room comes equipped with wireless internet access. The Wi-Fi password is posted on the wall.

### **Renter Guidelines:**

1. Although, use of the room is available at no cost, Renter may be invoiced if cleaning or damage costs are incurred.
2. Renter must provide proof of liability insurance with Pajaro Valley Community Health Trust, CHS and Watsonville Community Hospital Corporation as additional insured (\$1 million limit).
3. Occupancy of Community Room will be limited to 100 people.
4. Renter must use the appropriate entrance to the Community Room and provide their own signage/directions to minimize interruption of business at the Diabetes Health Center.
5. Renter questions or concerns upon arrival can be immediately addressed during business hours by calling 831-761-5639 or walking into the Pajaro Valley Community Health Trust main door.
  - a. For room use outside of regular business hours: Renter must use phone located in the Lobby to Dial "0" to request access before/after business hours. The operator will contact security to unlock the door to the Community Room.
6. Renter is responsible for cleaning tables used when food is provided. You must bring your own cleaning supplies, if needed.
7. Renter is responsible for restoring the Community Room to its original configuration, storing tables and chairs behind the rolling screens.
8. To avoid floor damage and disruption of business to adjacent offices, no furniture may be dragged across the floor. Please unlock table wheels before moving.
9. Outside of the listed amenities, Renters are responsible of providing all their own supplies (i.e. water, pens, paper, tape, extension cords).
10. Cancellations must be made 24 hours prior to reservation, by email to Bibianna Rocha at [brocha@pvhealthtrust.org](mailto:brocha@pvhealthtrust.org) or by phone 831-761-5639.
11. Smoking is not permitted in or around the building at any time.
12. Do not use tape or screws or drive nails into any doors, walls or woodwork.

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**Additional Information:**

- Parking is free and available on both sides of the building, including handicapped parking.
- Restrooms are located on the main level to the left and right of the conference room doors.
- Temperature control is set and cannot be changed.
- Wi-Fi is available for use: Network: PVCHT\_Guest Password: GrapeFruit\_85

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