



Kathleen King Community Room Use Guidelines

Hours of Availability, Cost, and Liability Insurance Requirement

Organizations may request the space Monday through Friday 8:00 AM - 9:00 PM or Saturday's 8:00 AM - 5:00 PM.

Community Health Trust's Kathleen King Community Room is available rent-free, although any repairs or damages incurred during your meeting-room rental period will be billed to your agency directly.

Liability Insurance must cover a minimum of \$1M per occurrence and be received 48 hours prior to rsvp date or will be subject to cancellation. If you are a reoccurring user, please ensure that you renew and resubmit your certificate of liability insurance before it expires. All certificates of liability insurance must be valid at the time of room use.

Room Set Up

The facility is a self-service room, meaning that users are responsible for their own meeting setup and cleanup.

No furniture may be taken outside the room and chairs should not be used to prop open any doors. All chairs and tables must be returned to their storage location (see pictures below).





Your agency may forfeit the right to reserve the room in the future if the furniture is not returned to its original location.

For the safety of all users, there is **NO BALCONY ACCESS**.

Room Clean Up

The Kathleen King Community Room must be cleaned up before your organization leaves the facility. Included here is a ***User Responsibility Checklist*** to be completed prior to leaving the facility to ensure everything is in its original location and all areas are ready for the next user.

Room Capacity

The Kathleen King Community Room has the capacity to fit 100 people.

The room comes equipped with the following items:

- 2 Half Round Tables
- 18 Rectangular Tables
- 70 Chairs
- Rolling carts for easy accessibility to chairs
- Podium
- 2-piece Wooden Stage
- Rolling screens to divide room

Audio/Visual Equipment & Other Amenities

The set-up and operation of additional equipment requested during the reservation (i.e. projector or microphone), are the responsibility of your organization. If you anticipate needing AV equipment, please include in booking notes and email your request to use TV/projector/microphone/lapel etc. to executive administrative assistant dsantos@pvhealthtrust.org.

A Community Health Trust Executive assistant will provide *limited* equipment support during business hours (Monday-Friday 8:00 AM - 4:30 PM).

At a fee of \$20 we are happy to provide the following equipment to support your community event:

Note: Reservations must be made in advance and noted in booking notes, you must bring your own laptop.

Polycom Wireless Conference Phone

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

Benq Projector or TV with HDMI cable

Microphone and Sound System (connected to sound system in room)

- One handheld microphone
- Two lapel microphones



Wireless Internet Access

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

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. **Please ask for bathroom code prior to meeting.**
- Temperature control is set and cannot be changed.
- Cancellations must be made 24 hours prior to reservation through CHT's online booking system, or via email to dsantos@pvhealthtrust.org or by phone (831) 726-4257 (press 2).
 - No shows without notice will be charged a \$10 no show fee and will be unable to make future bookings until no show fee is paid.



Kathleen King Community Room User Responsibility Checklist

Please ensure all items below are completed before leaving, thank you!

1. Wipe down all tables and chairs with disinfectant wipes provided by CHT.
2. Return all tables and chairs to their original location.
3. Make sure any AV equipment that was used is returned to cart.
4. Ensure all garbage has been picked up and put in waste containers.
5. Sweep room and return sweeper to original location (by the waste containers).
6. Turn off all lights in the room.
- 7. Initial by your booking to confirm your attendance if you did not do so upon arrival. Clipboard located on table by the light switches.**
8. Close doors behind you.

Questions?

Call CHT's Executive Administrative Assistant: (831) 726 – 4257 (press 2)