

## **MCERA FACILITY USE AND RESERVATION POLICY**

**Adopted: June 9, 2010, to be effective August 1, 2010**  
**Amended: July 14, 2010, to be effective August 1, 2010**  
**Amended: March 13, 2013**  
**Amended: December 9, 2015**  
**Reviewed: December 12, 2018**  
**Amended: November 3, 2021**

Reservation applications for use of rooms at One McInnis Parkway that are identified herein may be obtained from the Marin County Employees' Retirement Association, One McInnis Parkway, San Rafael or on our website: [www.mcera.org](http://www.mcera.org). Please call (415) 473-4164 to request a faxed application or if you have any questions.

### **AVAILABILITY**

To the extent allowable under State and/or Local Public Health guidelines, facilities are available for use when they are not being used for MCERA business purposes. Facilities are generally not available for rental after MCERA business hours of 8:00 am-5:00 pm, Monday through Friday. Use of the two rooms in the Facilities identified below includes reasonable use of the parking lot, kitchen and restrooms; access to all office, storage and any other meeting spaces at the Facilities is not permitted under this Policy. Any fees and application procedure under this Policy may be waived by the Board Chair or Retirement Administrator in consultation with the Chair of the Board of Retirement.

### **FACILITIES**

#### **BOARD CHAMBERS**

The Board Chambers accommodates meetings of up to 60 people and includes a dais for use by a board of up to 14 members. Technological equipment includes screens, microphones and conference call capacity. If any technological equipment is used, then a qualified employee of MCERA or of Marin County's IST department must be contacted in advance.

#### **EXECUTIVE BOARD CONFERENCE ROOM**

The Executive Board Conference Room accommodates meetings of up to 18 people. No technological equipment may be used in this Conference Room.

**GROUP CLASSIFICATIONS**

- A. MCERA member and beneficiary groups (consisting of active, deferred and/or retired MCERA members) when:** (i) the majority of participants in the organization are MCERA members or beneficiaries; or (ii) the activity being planned by the group will primarily benefit the MCERA retirement interests of MCERA members or beneficiaries.
  
- B. MCERA plan sponsors (County and participating districts) when:** (i) the meeting is hosted by an MCERA plan sponsor; and (ii) the activity being planned by the group will primarily benefit the MCERA retirement interests of MCERA members or beneficiaries.

**FEE SCHEDULE**

All fees are due with the application, unless the Administrator waives the fee in his or her reasonable exercise of discretion. Fees will be accepted by check payable to the Marin County Employees' Retirement Association.

Category	Board Chambers	Executive Board Conference Room	
A	\$100	\$20	
B	\$350	\$125	

**INSURANCE**

Under this Policy Category B groups must provide satisfactory Proof of Insurance to MCERA prior to using the facilities.

**ALCOHOLIC BEVERAGES**


No alcoholic beverages may be consumed in the Facility.

**CANCELLATION**

If cancellation is necessary, MCERA must be notified immediately.

**Retirement Administrator's Certificate**

I, Jeff Wickman, the duly appointed Retirement Administrator of the Marin County Employees' Retirement Association, hereby certify that this policy was amended by the Marin County Employees' Retirement Association on November 3, 2021.

  
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Retirement Administrator