

Mesa County RSVP, Inc.

Multipurpose Meeting/Training Room

Room Usage Guide

Mesa County RSVP, Inc. has a new Multipurpose Room. The US Bank donated the use of this space to RSVP. We have remodeled the room for trainings and meetings. We have decided to make the room available to other non-profit agencies in the valley. We have training tables and seating for either 16 (two to a table) or 24 (three to a table) people. There is a large dry erase board on one side of the room, a pull-down projector screen on the other, and a media cart for projector and laptop. There is also a kitchenette (no running water).

Room use policy: The room is available on a first-come-first-serve basis. If there is a conflict for space, this is how we will decide who gets to use the room.

- ◆ **First:** Mesa County RSVP, Inc.
- ◆ **Second:** Member Agencies (local agencies who have an active Memorandum of Understanding with us)
- ◆ **Third:** Other non-profit agencies that are not members with our organization
- ◆ **Forth:** For-Profit Businesses

There are costs involved providing the room. The following are the different plans for the use of the room:

- ◆ **Usage Plan A -- Member Agencies - \$5; Non-Member Agencies - \$15; For-Profit Business - \$25**
 - **RSVP provides:** the room, coat rack, projector screen, white board, tables, chairs, microwave, drinking water, coffee pots, vacuum and cleaning supplies.
 - **Agency/Business provides:** ALL necessary supplies for the meeting/training including but not limited to dry erase markers, paper products, plates, flatware, coffee, coffee pots, beverages, food, ice, etc. Agency/Business sets up and cleans up the room.

OR

- ◆ **Usage Plan B: Member Agencies - \$25; Non-Member Agencies - \$35; For-Profit Business - \$50**
 - **RSVP provides:**
 - The room, coat rack, projector screen, white board, tables, chairs, microwave, drinking water, coffee pots, vacuum and cleaning supplies.
 - A pot of hot water for tea, water and coffee for up to 30-cups of regular coffee, a 12-cup pot of decaf coffee (if requested), and drinking water.
 - Disposable plates and cups, napkins, paper towels, flatware, creamer, sugar, no-calorie sweetener, tea bags, stirrers, etc.
 - **Agency/Business provides:** Other beverages, ice, food, etc. for their meeting and cleans the room, tables, counter tops, microwave, carpet and coffee pots, etc. after use. Agency/Business sets up and cleans up the room, prepares coffee, etc.
- ◆ **Media Equipment/Access Available:** Power Point projector, laptop computer or wireless Internet access. Member Agencies - **\$5 ea. use**; Non-Member Agencies - **\$10 ea. use** or For-Profit Businesses - **\$15 ea. use**.

General Rules:

- ◆ Agency reserving the room can set up the tables and chairs in any configuration they want, but need to put the tables and chairs back in the original layout when done.
- ◆ RSVP will provide a clean room and any agency using the room is responsible for leaving the room as clean as they found it (including carpet, tables, counter tops, coffee pots, etc.)
- ◆ For more information or room availability, contact the **RSVP Office at 243-9839**

If you are interested in using our new Multipurpose Room, you MUST fill out and submit the attached Room Use Application form. We will notify you if the room is available for your use. The sooner you apply the better.

Mesa County RSVP, Inc.

Multipurpose Room Use Application

RSVP Office Use Only:	Room Available?	Room Use Approved?	Fee Paid?	Room Cancelled?	Cancellation Notice Given Five Days in Adv.?	Fee Refunded?
	_____	_____	_____	_____	_____	_____

Application Date: _____ **Meeting/Training Date:** _____
Meeting Purpose: _____ **Est. Number Attending:** _____
Agency Name: _____ **Contact Person:** _____
Agency Address: _____
Agency Phone: _____ **Agency Fax:** _____
Email Address: _____

Are you a Member Agency with RSVP? _____ **Are you a 501(C)(3)?** _____

Usage Plan A: **Member \$5** **Non Member \$15** **For Profit Business \$25**
Usage Plan B: **Member \$25** **Non Member \$35** **For Profit Business \$50**

Media Equipment Needed (See Room Usage Guide for Costs):
 Wireless Internet Access: _____ Power Point Projector: _____ Laptop Computer: _____

How will you pay for the room use? Check: _____; Please Invoice Us: _____ Payment is due in advance.
 We will refund all but \$5 of the fee with a minimum of a five-business day cancellation notice.

Item	Number of Items	Cost Per Item	Total per Item
Total:			

Cleaning Check List: Cleaning the room includes, but is not limited to

- Wiping down the training tables
- Wiping down the Countertop
- Putting stuff away in the kitchenette
- Cleaning the microwave
- Vacuuming the carpet
- Putting the tables back in the original configuration
- Pushing the chairs up to the tables
- Cleaning out the coffee pots