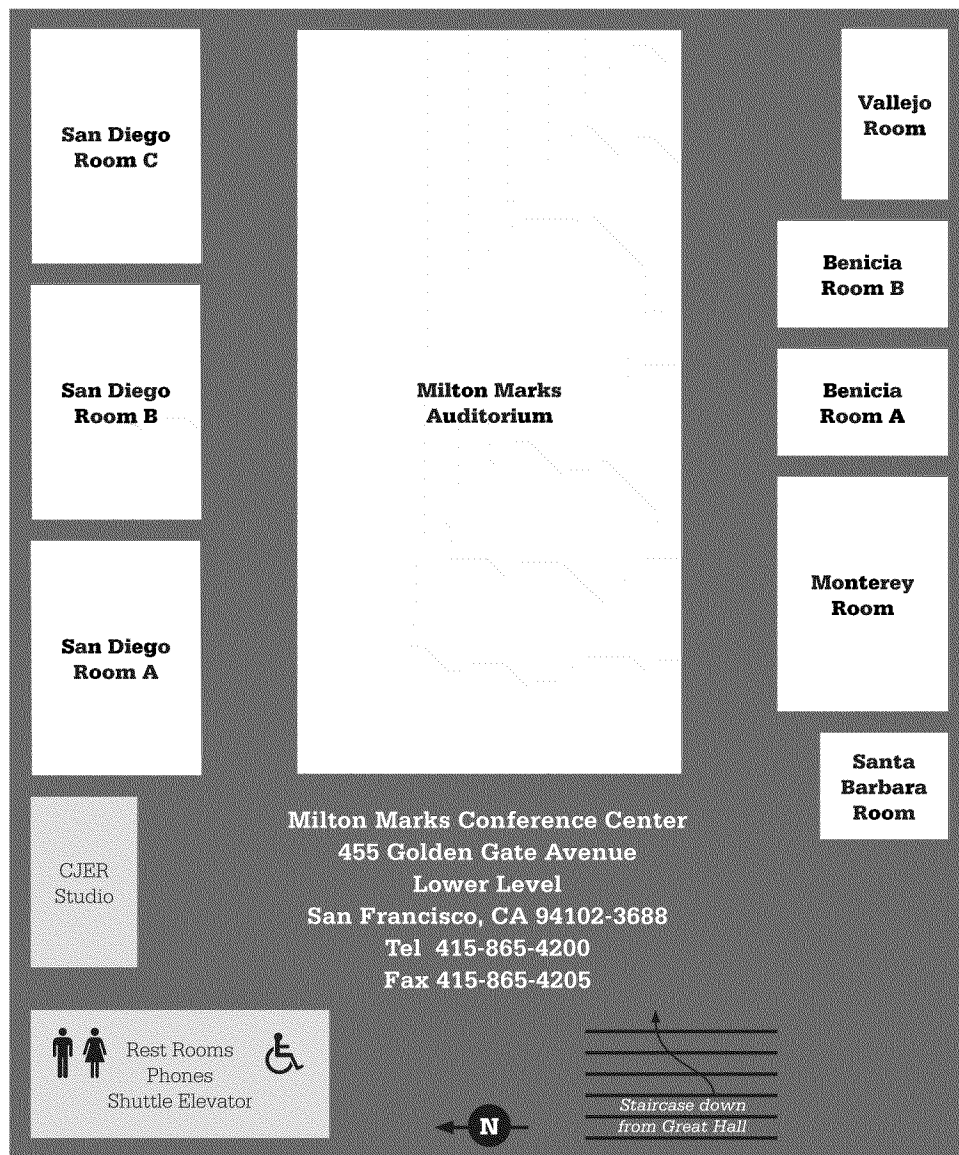


# Milton Marks Conference Center and Great Hall

## *Rates, Rules, Policies, and Procedures* (Conference Center Manual)



The Milton Marks Conference Center and the area known as the Great Hall are managed by the Administrative Office of the Courts to serve the needs of the tenants of

the Hiram W. Johnson State Office Building and other state agencies. When possible, and for a rental fee, the facilities are made available for use by other eligible groups.

The conference center may never be used for commercial purposes.

**Eligible Groups: Rent-free (*Official business of the state*)**

- Building tenants (including tenant employee associations);
- California state agencies;
- Political party central committees designated by the California Elections Code

**Eligible Groups: Rental and Service Fees apply (*Not official business of the state*)**

- Local and federal government agencies;
- Nonprofit groups (e.g. blood banks, the American Cancer Society) or other groups that provide a benefit to the tenants in the building or to the community immediately surrounding the building; and
- Non-profit sponsored events:
  - These sponsored events are worthwhile activities conducted with the approval of a building tenant (sponsor), but are not official business of the State of California, conducted by state employees. In sponsoring a non-profit group's use of the conference center, the sponsor must authorize, in writing, the use of state space and resources for the specific event.

**Reservations**

Reservations by tenants, other state agencies, and sponsored groups are on a first-come, first-served basis with preference given to building tenants.

All other reservations, while also on a first-come, first-serve basis

- May use the Conference Center only during normal business hours (7:30 am – 5:30 pm, Monday through Friday). The conference center is closed to all users on the weekends.
- Cannot be requested more than 30 days before the event date.
- May not request any portion of the Conference Center for more than two consecutive days.

Reservations are placed with the AOC by calling or e-mailing the conference center at 415-865-7840 or [ConferenceCenter@jud.ca.gov](mailto:ConferenceCenter@jud.ca.gov). A reservation form is attached. The requester must complete and return the form to the conference center.

*Management will assign conference space to best meet the needs of all users, and has the right to reassign space or cancel a reservation, as necessary.*

*Due to the volume of requests received, we are unable to reserve or hold a room without the submission (and subsequent confirmation) of a reservation form.*

*All room requests are tentative and subject to change until official written confirmation from conference center staff.*

**Rental Fees and After-Hours Service Fees**

**Rental Fees:**

Effective January 1, 2008, rental fees are as follows in minimum four hour increments:

Room	Rate (Hrs/\$\$)
Great Hall	0-4 hrs/\$375 4-8 hrs/\$750
Auditorium	0-4 hrs/\$500 4-8 hrs/\$920
San Diego Rm. A	\$250 \$400
San Diego Rm. B	\$250 \$400
San Diego Rm. C	\$250 \$400
2 San Diego Rooms Connected	\$400 \$700
3 San Diego Rooms - Connected	\$500 \$900
Monterey Rm.	\$300 \$440
Benicia Rm. A	\$150 \$220
Benicia Rm. B	\$150 \$220
Benicia Rm. A/B	\$300 \$440
Vallejo Rm.	\$100 \$180
Santa Barbara Rm.	\$250 \$400

After-hours service fee: Except for tenants, all users eligible to use the conference center after-hours will be charged appropriate service fees for after-hours activities. "After-hours" is defined as before 7:30 a.m. and after 5:30 p.m. Monday through Friday. The Milton Marks Conference Center is not open on weekends (Saturdays or Sundays). Potential fees include energy use, janitorial services, and security costs.

The energy use fee is \$22.00 an hour;

The janitorial service fee is a minimum four-hour charge of \$212.68 plus \$53.17 for every hour or portion thereof after four hours.

Security fees are determined by and paid to Securitas Security Services and/or the California Highway Patrol (CHP) as described in the security section of this document.

**Fee Payment Process**

- Conference center staff will inform the requester of any rental or services fee due.
- Rental and service fees must be paid by check or money order no later than five working days before the event;
- A check or money order made payable to "State of California" must be given to the conference center staff, who will forward it to the building manager.
- If the payment is not received on time, the customer will be given notice via e-mail, that the reservation has been withdrawn for canceled.

**Important After-hours Information:**

- The event organizer/sponsor is required to arrive half an hour before the start of the event and bring all letters and permits with you and check-in with the guard on duty. Your attendees will not be allowed to enter the building and your event will not be allowed to begin until this happens.
- A State employee must be present for the entirety of all after-hours events; this includes both official State business functions as well as sponsored events.

### **Permits**

Events conducted in or around the building, or the adjoining Earl Warren State Office Building, which is located at 350 McAllister Street, San Francisco, CA 94102, may require a Permit for Activity on State property from the CHP.

- State agencies conducting state business in or on any portion of these state properties are not required to submit permit applications except under any of the following circumstances:
  - Alcohol will be served;
  - The event is open to the public;
  - More than 150 attendees are expected;
  - The event will be held outside of normal business hours.
- All other agencies, even if sponsored by a building tenant, are required to submit a permit application.
- A permit application, with instructions, is attached and must be completed and submitted to the designated CHP office no later than 10 business days before the event.
- Notification of approval or denial of the permit application will be sent by the CHP to the requestor, the building manager, and the conference center coordinator.

### **Insurance/Insurance Waiver:**

- All state agencies may make reservations without a certificate of insurance. However, each reservation is made with the specific agreement that the agency making the reservation assumes liability for damage to the facility or injuries resulting from their activities.
- Non-state agencies wishing to use the conference center must submit a certificate of insurance one week before their scheduled event. The minimum amount of commercial general liability insurance required is \$1 million per occurrence.
- All non-state agencies must additionally agree in writing to indemnify the state against all claims for injury or loss resulting from their activities on state property.
- The requirement for a certificate of insurance will be waived for non-state agencies sponsored by a building tenant if the sponsoring building tenant stipulates in the reservation form that it is assuming all liability for the event.

### **Security**

- Some events may require additional security, the cost of which is the responsibility of the agency using the facility, as are any associated costs.
- All events held outside of normal business hours require additional security.
- Events open to individuals who are not state employees may require additional security. An event for up to 50 persons requires one security officers. Normally, for each 50 additional attendees, one additional security officer is required.
- Agencies responsible for events held outside normal business hours or in some instances, events open to non-state employees must contract directly with Securitas Security Services for the required additional security service. Securitas Security

Services requires payment in advance for all agencies and persons who have not established credit accounts with them prior to the scheduled event. The Securitas Security Services on-site manager may be contacted as follows:

James Ward  
Securitas Security Account Manager  
415-355-5462

[james.ward@dgs.ca.gov](mailto:james.ward@dgs.ca.gov)

- Events at which alcohol is served also may require the presence of the CHP. The agency sponsoring such an event is responsible for direct payment to the CHP for any required security services.

Conference center staff, in consultation with the CHP and Securitas Security Services, reserves the right to determine when additional security is required for circumstances not addressed or anticipated in this manual.

***Please Note:*** All events which take place after-hours must be scheduled with Securitas Security Services in advance and approved by the CHP. Arrangements must be made to specify the time and point of entry as well as use of the loading dock. There will be no entry to the building without making these arrangements in advance. The event organizer and/or sponsor are required to arrive half an hour before the start of the event and must bring all letters and permits to the event at that time.

### **Room Setup**

- Conference center staff will provide the following room setup for the conference center:
  - Setting up of all tables and chairs to a mutually agreed-upon configuration;
  - Opening and closing of any movable partitions; and
  - Assisting with available audiovisual equipment.
- All room setup and audio/visual requests must be made in writing at least 72 hours in advance.
- Under the management of conference center staff, the user agency or group is responsible for the set-up of the Great Hall. The use and quantity of tables and chairs for the Great Hall is never guaranteed; rentals may be required.

### **Posters, Signs, and Notices**

- All meetings and events will be posted on the daily reader boards located throughout the building by conference center staff.
- All additional notices, signs, and posters must be preapproved by conference center management, and in some instances building management, before posting.
- Unapproved signage may be removed.
- Materials may not be delivered in advance (for storage or distribution purposes) or left after the conclusion of an event. Anything left in the room after the event is over is done so at the owner's risk of loss or damage.
- Tack strips have been provided in all of the conference rooms to display posters or charts. With the exception of "Post-it" notes, taping, tacking, or tying notices to the walls, columns, or any other surface of the rooms is not permitted. Any materials posted on the walls must be removed by the user prior before leaving the facility at the end of the event.

### **Artwork**

- Do not disturb any of the artwork on display in the Conference Center, Great Hall or any other common area of the Hiram Johnson State Office Building.
- Do not hang any artwork anywhere without previous authorization from building or conference center management.

### **Emergency Evacuation Information**

It is the user's responsibility to be familiar with the attached Emergency Evacuation Information and bring it to the attention of the attendees. The information is also posted on the back of event room doors.

### **Breach of Rules**

Failure to comply with the rules, policies, and procedures of this manual or those regulations set forth by the California Highway Patrol may result in the revocation of an agency's or group's permission to use the conference center.

### **Room Capacities**

The following are the capacities of the rooms in the Conference Center.

Auditorium:

Fixed theater seating for 225.

San Diego Rooms A, B, and C

Each room is appropriate for up to 18 attendees in U-shape, 22 in a hollow square, or 25-30 in classroom or union style or rounds. **The rooms may be combined.**

Santa Barbara Room:

Appropriate for up to 22 attendees in U-shape, 28 in a hollow square or 30 in classroom or union style rounds.

Monterey Room:

Appropriate for up to 26 attendees in U-shape, 30 in a hollow square, or 40 in classroom or union style rounds.

Benicia Rooms A and B:

Each room is appropriate for up to 12 attendees in U-shape, 14 in a hollow square, or 20 Classroom. The two rooms may be combined; if so, union style rounds become an option, seating 30.

Vallejo Room:

Appropriate for up to 16 attendees at a fixed conference table.

# WHAT TO DO IN AN EMERGENCY

Be prepared!

Familiarize yourself with the emergency evacuation map and procedures.

## In any emergency, CALL

- 911. Say, "I am calling to report an injury/illness/fire/police emergency. I am calling from 455 Golden Gate Avenue, between Polk and Larkin, on the lower level." Wait for instructions from the 911 dispatcher.
- 703-3333 to tell building management that a 911 emergency call has been made. Tell them where you are so they can escort arriving emergency personnel to your location.

## In a FIRE emergency, ALSO

- Activate the nearest fire alarm. The alarm will sound as a loud horn and the wall-mounted strobe lights will flash.
- Listen to the public address system for announcements and instructions.
- In the event of an evacuation, persons with disabilities should go to the nearest stairwell and wait for assistance.



# Milton Marks Conference Center and Great Hall Reservation Form

Today's Date: March 15, 2013

Name of Meeting: CPUC Safety Symposium

Requested Date(s): May 7-8, 2013

Number of Attendees: 150

Reservation Start Time:

**Event Start Time:** 8:00 AM

**Event End Time:** 5:30 PM

Requesting agency/organization: California Public Utilities Commission

Person making reservation: Aaron K. Pete

Phone number: 415-703-2179

E-mail: akp@cpuc.ca.gov

**Please complete all applicable sections.**

Hiram W. Johnson State Building Tenant       Other California State Agency

Agency/Group Sponsored by Building Tenant (*Rental fees apply*)

This nonstate agency will not submit a certificate of insurance. The sponsoring building tenant accepts responsibility for the event, including liability for damage and injury, costs of excessive cleanup and other unforeseen costs arising from this event.

Name of sponsoring building tenant: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and title of authorized building tenant representative: \_\_\_\_\_

Signature of authorized building tenant representative: \_\_\_\_\_

Nonstate Agency/Group (*requesting space no more than 30 days in advance*)

Designated Political Party Central Committee

**All requests are tentative pending completion of applicable provisions:**

- Pursuant to the Conference Center Rates, Rules, Policies, and Procedures ("Conference Center Manual"), this agency may be required to submit a CHP permit request.
- Pursuant to the Conference Center Manual, this agency may be required to contract for additional security.
- Pursuant to the Conference Center Manual, this agency may be required to submit a certificate of insurance.
- Pursuant to the Conference Center Manual, this agency may be required to pay the following rental and service fees:

I am the authorized representative for my agency and I have read the conference center manual. On behalf of my agency, I agree to abide by these rules. I understand that my agency is responsible for any damage or excessive cleanup costs. My agency will indemnify and hold the State harmless for any damage, injury, or other liability resulting from its use of the Milton Marks Conference Center.

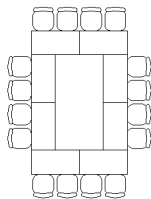
Name and title (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

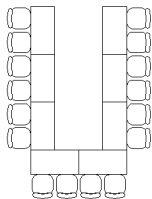


## Meeting Room Specifications:

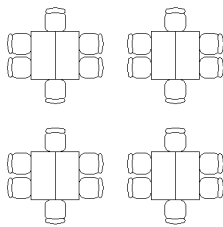
Hollow square



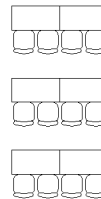
Open U



Union style rounds



Classroom



Other \_\_\_\_\_

Head table (# of chairs \_\_\_\_\_)     Registration table ( Inside room  Outside room)

Catering table     Standing podium     Extra tables/chairs \_\_\_\_\_

- Audiovisual equipment: Please request in writing at least 72 hours in advance.

**Special requests:**

**Please submit this form to:**  
**Milton Marks Conference Center**  
**Administrative Office of the Courts**  
**455 Golden Gate Avenue**  
**San Francisco, CA. 94102**  
**Tel: 415-865-7840 Fax: 415-865-4205**  
**ConferenceCenter@jud.ca.gov**