



Meeting Room Use Guide

We welcome you to Redwood Empire Schools' Insurance Group (RESIG). Meeting rooms at RESIG are available, at an affordable cost, for use by the community when they are not needed for RESIG-sponsored activities.



The meeting rooms may be reserved up to one year prior to the scheduled meeting date. Meeting room reservations are coordinated by RESIG's receptionist who can be reached at (707) 836-0779, ext. 101. or by faxing your request to (707) 836-9079. **A completed Conference Room**

Reservation Form, signed and dated by the person who is responsible for the meeting, must be received by RESIG within 5 working days of the initial booking or your room reservation will be released. Room cancellations must be made at least 1 month in advance of event to avoid room and setup fees. Please see application for cancellation fees. ** RESIG reserves the right to cancel the meeting room reservation should the room be required for RESIG business.

Building Location and Hours

RESIG is located at 5760 Skylane Boulevard, Suite 100 in Windsor. To get to RESIG from Highway 101, exit on Shiloh Road and proceed approximately 1/2 mile west, turn left at the traffic lights onto Skylane Boulevard. The building is open weekdays from 7:30 a.m. to 4:30 p.m. If there is a need to access the building before or after office hours please contact the receptionist to make special arrangements.



Parking is available on RESIG property. When large meetings are scheduled, please encourage meeting participants to carpool if possible. Please note, cars parked in the lots of neighboring businesses may be towed at the car owner's expense.

Room Set-Up

It will be your responsibility to set-up the room for your use unless arrangements for set-up are made with RESIG for a \$30 set-up fee. (Set-up includes tables and chairs only.) The Rodgers Creek and San Andreas Rooms have moveable walls that allow for reconfiguration of the rooms to accommodate meetings of various sizes. These moveable walls may be opened and closed *only* by RESIG staff. Tape is allowed to be used on the walls but please do not use push pins. Please see receptionist should you need assistance in adjusting the temperature in the room.

Equipment

Equipment (TV/VCR, LCD projector, laptop, overhead projector, flip chart w/pens, PA system, conference phone, Keurig coffee maker, standard coffee maker, and coffee airpot dispensers) is available for your use at RESIG, upon request, but reservations are necessary. San Andreas has an LCD projector built into the ceiling for your use and our Sonoma room has a Smart TV.

Internet access is free and the SSID with the passcode is posted in each conference room. We recommend you arrive early or make other arrangements to test equipment prior to your presentation. Please note: RESIG does not have onsite IT services. The meeting host sponsor is responsible for their IT needs.

A white board is available in each meeting room. Please be sure to use only dry-erase pens on these surfaces. Any damage occurring to such equipment shall be the responsibility of the user.

Pull-down screens are available in Rodgers Creek II and San Andreas I.



Food and Beverages

Please feel free to serve food and non-alcoholic beverages during your meeting. You will need to provide your own supplies and condiments. Please advise RESIG if a caterer is expected so that they can be directed to the correct meeting room. A catering kitchen is available for your use. If you are in need of a caterer, please request a list from our receptionist. It will be your responsibility to coordinate your needs with the caterer.



Required Clean-Up After Your Meeting

RESIG requests that the meeting rooms be left as neat as they were found. Please clear all tables, clean-up food and beverage serving areas, use the recycling bins located in each room to dispose of aluminum cans and glass bottles, put all trash in the covered garbage containers, and notify the receptionist of any spills or damages that occur. Please report any damages or spills to avoid cleaning fees.

What to do in an Emergency



Should an emergency occur, the meeting host is responsible for directing participants to a safe exit and verifying that each participant is accounted for. At the beginning of your meeting, please explain the procedure for an emergency exit and indicate the Exit doors that should be used. Meetings held in San Andreas I/II should exit to the north-end of the building; meetings held in Rodgers Creek I/II and Sonoma should exit to the front of the building.

Special Requests/Needs

We understand that there will be times when copies or faxes will be needed. Therefore, RESIG will provide this service to you at a cost of \$.20 per copy/page and \$.25 per fax sheet (incoming/outgoing). Please see receptionist for assistance.

Special Notes for Evening and Weekend Meetings

The front reception desk is not staffed after 4:30 p.m. on weekdays. Should an emergency arise after hours, please call (707) 838-1313 or (707) 537-5604 for staff assistance. Evening meetings should conclude by 9:00 p.m.

The conference rooms are available for weekend meetings. Since the front reception desk is not staffed during non-business hours, the meeting host sponsor is responsible for overseeing the meeting room usage.



- **Parking** — Cars parked in the lots of neighboring businesses may be towed at the owner's expense.
- **Smoking** is prohibited in RESIG's facility.
- Please see receptionist for **photocopying or faxes**. Cost is \$.20 per copy/page and \$.25 per fax sheet (incoming/outgoing).
- **Restroom, telephone and exit locations**
- Please keep the conference room doors closed during the meeting. In order to heat or cool the room efficiently, the doors must remain closed.

Your Responsibilities When Using RESIG Meeting Rooms

- Submit the Conference Room Reservation Form to RESIG within 5 working days of the initial room booking.
- **Cancellations must be made at least 1 month in advance to avoid room and set-up charges.**
- Read the information in this guide and follow established procedures.
- Have onsite contact check in with receptionist before and after the meeting. Report any problems.
- Inform meeting participants of key information and safety procedures.
- Clean-up after your meeting. Notify receptionist of any spills to avoid cleaning fees.

Conference Room Locations at RESIG's Skylane Facility

