

**TOWN CENTER CORTE MADERA COMMUNITY ROOM**  
**770 Tamalpais Drive, Suite 201**

**CONDITIONS OF USE**

Town Center Corte Madera makes its Community Room available as a convenience to our tenants and the local community for **business and group meetings only**.

**The Community Room is located on the south end of the property in the office building at 770 Tamalpais Drive, Suite 201.** The room is available **Monday - Friday, 8:00 a.m. to 9:00 p.m.**, and **Saturdays, 8:00 a.m. to 7:00 p.m.** (The office building is closed on Sundays.) **Pre-paid** reservations can be made up to three (3) months in advance on a first-come, first-serve basis.

The Community Room accommodates approximately 100 people seated. 100 chairs and 7 tables are in the room to use as needed, however, **room setup and breakdown are your responsibility**. Please allow time at the end of your meeting to return the room to its original condition.

<b>FEES</b>	<b><u>NON-PROFIT</u></b>	<b><u>ALL OTHERS</u></b>
Community Room Use Fee	\$0.00	\$100.00
Cleaning Fee	25.00	25.00
Security Deposit	100.00	100.00

**The security deposit should be issued as a separate check.** Checks should be made payable to: **770 TAMALPAIS DRIVE, INC.** Non-profit groups who charge attendance fees may also be subject to a use fee.

**TO RESERVE THE COMMUNITY ROOM**

Complete and return the "Application For Temporary Use" and "Hold Harmless Agreement" contained in this package. **All payments must accompany your application and should be received at least two weeks in advance** in order to be processed for approval. (This applies to the booking of additional dates as well.) Please send your application package to:

Town Center Corte Madera Management  
100 Corte Madera Town Center  
Corte Madera, CA 94925

Management Office hours are: 8:30 a.m. to 5:00 p.m., Monday - Friday. **PLEASE CONTACT THE OFFICE AT (415) 924-2961 TO CONFIRM THAT YOUR APPLICATION WAS RECEIVED AND APPROVED.**

**CANCELLATIONS**

Town Center Corte Madera reserves the right to cancel any engagement with a minimum of two (2) weeks notice. All payments will be refunded under these circumstances. **We require 72 hours for all cancellations made by the group. Cancellations made AFTER the 72 hours will result in loss of the usage and cleaning fee.**

## TOWN CENTER CORTE MADERA COMMUNITY ROOM

### RULES AND REGULATIONS

The following "Rules and Regulations" are part of the "Use Agreement" pertaining to the Town Center Corte Madera Community Room. Should you have any questions regarding this information, please feel free to contact the Community Room Coordinator at: **(415) 924- 2961**.

1. All meetings shall be conducted during **recognized hours** only.
2. **Smoking is not permitted** in the Community Room or within any area of the office building. However, we have ash trays on the patios outside the first and second floor lobbies.
3. **Please do not post any signs** in the outdoor areas of the Center or within the office building, except directly on the door of the Community Room itself (Suite 201). **For directions**, we suggest that you tell attendees to take the **Paradise/Tamalpais Exit** off Highway 101. Town Center is on the west side of the freeway. Turn right into the south entrance of the Center located on Tamalpais Drive. The office building will be directly in front of them, noted by a large blue and white striped awning with the address "770". Some groups have also chosen to place a group member at this entry way to direct guests to the second floor.
4. Any **advertising** of the event shall be at the discretion of Town Center Management.
5. Please inform your group to **park in the perimeters of the parking lot** during the hours of 10:00 a.m. to 7:00 p.m., so that we may leave ample space for shopping center customers.
6. **Assembly** is to be held **in the room** to avoid congestion and noise in the hallway.
7. The use of the Community Room is limited to **business and group meetings only**. Parties, dances, therapy sessions, traffic schools, or the sale/trade of merchandise are not permitted.
8. If tickets or attendance fees are required, these **financial transactions** need to be handled prior to your engagement at Town Center.
9. Consumption of **alcoholic beverages** of any kind is strictly prohibited.
10. We ask that you **do not attach anything** to the walls in the Community Room. However, there is a ledge along two walls in the room that is suitable to prop up posterboard type charts or other written information.
11. Please be advised that you may be held financially **accountable for** replacement or repair of any **Community Room property** which may have been damaged or stolen while the Room was in your possession.

12. Any props or equipment which you need for your meeting should be delivered and picked up the day of the meeting. **Overnight storage is not available.**
13. Neither Town Center nor its employees are responsible for **lost or damaged articles.**
14. Community Room users are responsible for both **arranging the Room** to their specifications and returning it to its original order. Please leave ample time before and after your meeting to so do.
15. **Cooking is not permitted** in the Room. However, light refreshments, such as coffee and finger food may be served.
16. The Community Room should be **left reasonably clean** in order for your security deposit to be returned. If you are expecting a large crowd and serving refreshments, please bring an **extra garbage bag**, as the room is not equipped to handle much refuse.
17. **Electrical equipment**, such as coffee pots and overheads, are welcomed. Please follow the attached "Electrical usage" information for specific instructions.
18. Due to extreme safety hazards and possible damage to our property, stepping onto the office **building's roof areas** is strictly **prohibited.**
19. Although we discourage bringing **small children** in the Room, should your group need to do so, they should be supervised by an adult **at all times.** Children should also be kept from roaming the hallways and playing in the elevators.
20. Please note that your engagement at Town Center is limited to the **specific activity, dates and times** which you list on your application form. Any deviations or changes need to be addressed with Town Center Management prior to your actual engagement.
21. Any **severe disturbances** or unlawful activity created by your group will be directed to the appropriate local authorities.
22. **Violations** of any part of these "Rules and Regulations" may cause future denial of use in addition to forfeiture of deposit.

## TOWN CENTER CORTE MADERA COMMUNITY ROOM

### INSTRUCTIONS FOR ELECTRICAL USAGE

The electrical wiring in the Community Room has been installed to accommodate up to 2 automatic coffee pots, in addition to other equipment such as overheads and slide projectors.

Please refer to the diagram below with respect to the following information.

#### **AUTOMATIC COFFEE POTS**

**IMPORTANT: Coffee pots require an excessive amount of electricity to function. Please follow these instructions carefully, or you will risk overloading the electrical system and you may be left without power!**

When using 1 coffee pot, it should be plugged into an outlet labeled "A". If you are planning to use 2 coffee pots, please plug one into an "A" outlet and the other into a "B" outlet. If both coffee pots are plugged into an "A" outlet, or both into a "B" outlet, you will overload the electrical system.

#### **OTHER ELECTRICAL EQUIPMENT**

All other electrical equipment can be split between any "A" or "B" outlets.

#### **ADDITIONAL NEEDS/QUESTIONS**

If you anticipate any additional electrical needs, or if you have any questions regarding proper placement of electrical equipment, please do not hesitate to contact the Community Room Coordinator at (415) 924-2961 and we will do our best to accommodate you.

**TOWN CENTER CORTE MADERA COMMUNITY ROOM**

**APPLICATION FOR TEMPORARY USE**

Today's Date: \_\_\_\_\_ Amounts Enclosed: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Non-Profit: Yes \_\_\_\_\_ No \_\_\_\_\_

Are participants charged for attendance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, cost per person? \$ \_\_\_\_\_

Exact nature of meeting: \_\_\_\_\_

Requested Date(s) of use: \_\_\_\_\_

Requested Time(s) of use: \_\_\_\_\_

Check one: Keep my deposit on file \_\_\_\_\_ Return my deposit after the meeting \_\_\_\_\_

Equipment you will bring: \_\_\_\_\_

I have read, understand, and agree on behalf of \_\_\_\_\_

to comply with the Town Center Community Room "Conditions of Use" and "Rules and

Regulations". \_\_\_\_\_

Signature of Authorized Agent

Please return this APPLICATION, HOLD HARMLESS AGREEMENT and fees to:

Town Center Corte Madera Management  
100 Corte Madera Town Center  
Corte Madera, CA 94925

\* \* \* \* \*

OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fees Received: \_\_\_\_\_ Security Deposit: Yes \_\_\_\_\_ No \_\_\_\_\_

**770 TAMALPAIS DRIVE, INC.  
TOWN CENTER CORTE MADERA**

**HOLD HARMLESS AGREEMENT**

Common Area user (Indemintor”) shall indemnify, defend, protect and hold harmless, Town Center Corte Madera, and their owners, managers, agents, and employees (“Indemnitees”) from and against any and all losses, penalties, costs (including attorney's fees), damages, expenses and liabilities (including statutory liability and liability under Workers' Compensation laws) of any kind which may be brought or imposed upon Indminton in connection with claims for damages as a result of injury or death of any person and/or property damage to any property which arises from or in any manner grows out of the use of the Common Area, or any area of Town Center Corte Madera.

In the event any action, suit or proceeding is brought against Indemnatee by reason of any such occurrence, Indemnitor, upon Indemnatee’s request, will at Indemnitor’s expense resist and defend such action, suit or proceeding, or cause the same to be resisted and defended by counsel designated either by Indemnitor or by the insurer whose policy covers the occurrence and in either case approved by Indemnatee. The obligations of Indemnitor under this agreement shall survive the termination or cessation of events to be conducted in accordance with the use of any of these areas.

Organization: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_