
Conference Room Usage

Total Room Capacity: Side A 95, Side B 92; Total 187

Seating Capacity: 121 Chairs

CONFERENCE TABLES AND CHAIRS

8 Rectangular Tables	20 Black Leather Swivel Tilt Conference Chairs
1 Half Ellipse Table	20 Red Side Chairs

TABLES—LIGHTWEIGHT BLOW MOLDED

2 - 48"W x 24"D x 29"H
 28 - 72"W x 30"D x 29"H
 2 - 96"W x 30"D x 29"H

CHAIRS—STEEL FOLDING W/PADDED SEAT

81 folding black fabric and frame

GENERAL RENTAL INFORMATION

RESERVATIONS ARE SUBJECT TO AVAILABILITY AND CAN ONLY BE MADE TWO WEEKS IN ADVANCE

SIG Member Districts: The School Risk and Insurance Group (SRIMG) Conference Room (550 High Street, Auburn CA) is available to SRIMG member districts Monday – Friday from 8:00 am to 4:30 pm at no cost.

Building Tenants: The Conference Room is available for rental to tenants in the building Monday – Friday from 8:00 am to 4:30 pm at the following rate:

1 st Hour	\$30.00
Each Additional Hour	\$10.00/Hour

Security Deposit

A \$100 security deposit is required for tenant use. Deposit will be held (un-cashed), but will not be refunded until there is a satisfactory post-inspection by SRIMG staff.

Restrooms are available on the same floor.

Use of Serving Kitchen

Serving Kitchen is available with Refrigerator and Coffee Maker. User is responsible for restoring kitchen to clean condition.

Use of Audio-Visual Equipment

An integrated audio-visual system including screens, projectors and a server is available with *prior approval (and training)* and a \$100 deposit in addition to the refundable \$100 Security Deposit.

Liability Insurance Coverage

All Users must accept the facilities and areas in the condition found. School Risk and Insurance Management Group makes no warranty as to the safety and usability of the conference room beyond that afforded the general public.

All persons, groups and organization shall agree to hold School Risk and Insurance Management Group, its elective and appointive boards, officers, agents and employees harmless from any liability for damages and claims for personal injury, including death, as well as from claims for property damage which might arise from the use of the School Risk and Insurance Management Group conference room.

Smoking and Alcoholic Beverages

Smoking is not permitted in the building. Alcoholic beverages are not permitted on the premises at any time.