

RESOLUTION NO. 2009/10-06
MARIN COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
BOARD OF RETIREMENT RESOLUTION REGARDING
FACILITY USE AND RESERVATION POLICY

WHEREAS, the Marin County Employees' Retirement Association ("MCERA") purchased One McInnis Parkway, San Rafael (the "Facility") as an MCERA investment, and the Facility also serves to defray MCERA's administrative expenses by providing it with administrative offices and meeting rooms that MCERA would otherwise lease.

WHEREAS, since MCERA purchased the Facility, MCERA has received requests from various Marin County ("County") and MCERA member organizations to use the Facility.

WHEREAS, the California Constitution, Article XVI, Section 6 prohibits gifts of public funds, and Article XVI, Section 17 provides that MCERA assets, including, without limitation, the Facility, are trust funds that may only be used in the overall best interest of MCERA members and beneficiaries as reasonably determined by the MCERA Board of Retirement ("Board").

WHEREAS, the Board has determined that permitting reasonable use of the Facility by MCERA member organizations and plan sponsors, at graduated fee rates and on a consistent basis, as provided herein is in the best interest of MCERA members and beneficiaries and does not constitute a gift of public funds.

WHEREAS, MCERA previously rented administrative and meeting space from the County before purchasing the Facility, and the Board has determined that charging comparable rental rates for its plan sponsors' use of the Facility is appropriate.

WHEREAS, fees collected by MCERA as a result of this Policy are to be used to pay for cleaning and any other expenses incurred by MCERA as a result of providing the Facility for third party usage, as well as for MCERA's general maintenance of the Facility.

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Board hereby adopts the Facility Use and Reservation Policy ("Policy") attached to this Resolution, effective August 1, 2010.

Details regarding usage of the Facility under the Policy shall be reported in writing by the Retirement Administrator to the MCERA Board at the Board's regular meetings.

The Board shall review the Policy at least every three years to assure its efficacy and relevance. The Policy may be amended from time to time by majority vote of the Board.

Secretary's Certificate.

I, Michael Smith, the duly appointed Secretary of the Marin County Employees' Retirement Association, hereby certify the adoption of this Policy.

Dated: June ____, 2010

Secretary to the Board

MCERA FACILITY USE AND RESERVATION POLICY

Adopted: June 9, 2010, to be effective August 1, 2010

Amended: July 14, 2010, to be effective August 1, 2010

Reservation applications for use of rooms at One McInnis Parkway that are identified herein may be obtained from the Marin County Employees' Retirement Association, One McInnis Parkway, San Rafael or on our website: www.mcera.org. Please call (415) 473-4164 to request a faxed application or if you have any questions. Telephone reservations are not accepted. Full payment must be submitted with the application. Reservations will not be finalized until insurance is received, if required. Applications and fees should be received at least thirty (30) days before the requested rental date. Reservations may be made up to four (4) months in advance.

AVAILABILITY

Facilities are available for rental when the facilities are not in use for MCERA-sponsored functions. Facilities are generally not available for rental after MCERA business hours of 8:00 am-5:00 pm, Monday through Friday. Rental of any of the three rooms in the Facilities identified below includes reasonable use of the parking lot, kitchen and restrooms; access to all office, storage and any other meeting spaces at the Facilities is not permitted under this Policy. The fees and application procedure under this Policy may be waived by the Board Chair or Administrator in the event of a declared emergency during which the Facilities are needed by the Marin County Office of Emergency Services.

FACILITIES

BOARD CHAMBERS

The Board Chambers accommodates meetings of up to 60 people and includes a dais for use by a board of up to 14 members. Technological equipment includes screens, microphones and conference call capacity. If any technological equipment is used, then a qualified employee or contractor of MCERA or of Marin County's IST department must attend the entire session. An additional \$50/hour fee will apply if an MCERA employer/contractor attends the session in lieu of an IST department employee/contractor.

EXECUTIVE BOARD CONFERENCE ROOM

The Executive Board Conference Room accommodates meetings of up to 18 people. No technological equipment may be used in this Conference Room.

TRAINING ROOM

The Training Room accommodates training sessions of up to 24 people. Technological facilities include computer monitors, an overhead projector, and other computer equipment. The Training Room may be used only if a qualified employee or contractor of MCERA or of Marin County's IST department attends the entire session. An additional \$50/hour fee will apply if an MCERA employee/contractor attends the session in lieu of an IST department employee/contractor. Food and open beverages are not permitted in the Training Room.

GROUP CLASSIFICATIONS

A. MCERA member and beneficiary groups (consisting of active, deferred and/or retired MCERA members) when: (i) the majority of participants in the organization are MCERA members or beneficiaries; or (ii) the activity being planned by the group will primarily benefit the MCERA retirement interests of MCERA members or beneficiaries.

B. MCERA plan sponsors (County and participating districts) when: (i) the meeting is hosted by an MCERA plan sponsor; and (ii) the activity being planned by the group will primarily benefit the MCERA retirement interests of MCERA members or beneficiaries.

FEE SCHEDULE

All rental fees are due with the application. Fees will be accepted by check payable to the Marin County Employees' Retirement Association. Fees cover a half-day rental (four hours or fewer) of any of the listed rooms.

Category	Board Chambers	Executive Board Conference Room	Training Room
A	\$100	\$20	\$100
B	\$350	\$125	\$350

INSURANCE

Use under this Policy of any the Facility requires insurance documentation to be approved by MCERA, except that usage of the Executive Board Conference Room by Category A groups does not. Insurance Certificate and Endorsement must be submitted to the MCERA 30 days prior to event. Applicant must furnish MCERA with Proof of Insurance, on MCERA provided forms, naming MCERA as an additional insured. Minimum coverage required is \$1,000,000 General Liability.

ALCOHOLIC BEVERAGES

No alcoholic beverages may be consumed in the Facility.

SECURITY DEPOSIT

A refundable security deposit is required at time of application, unless the Administrator waives the deposit in his or her reasonable exercise of discretion. Clean-up charges will be deducted from this deposit. Additional charges may be deducted if needed. The balance will be refundable. Please allow up to 4 weeks after your event for the return of your deposit.

Category	Board Chambers	Executive Board Conference Room
A	\$400	\$200
B	\$400	\$200

CANCELLATION FEE

If cancellation is necessary, MCERA must be notified immediately. If a reservation is cancelled more than 30 days prior to event, the entire deposit will be refunded. If reservation of the Board Chambers is canceled fewer than 30 days prior to the event, a \$25.00 non-refundable cancellation fee will be withheld from the deposit.

Retirement Administrator's Certificate

I, Tom Ford, the duly appointed Retirement Administrator of the Marin County Employees' Retirement Association, hereby certify that this policy was amended by the Marin County Employees' Retirement Association on this ___ day of July, 2010.

Retirement Administrator