



# CCCSIG Facilities Use Manual

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**Contra Costa County Schools Insurance Group**  
550 Ellinwood Way • Pleasant Hill • CA 94523  
Main Office: 1 (866) 922-2744 • Fax: (925) 692-1137  
[www.cccsig.org](http://www.cccsig.org)



## **Contra Costa County Schools Insurance Group**

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The Contra Costa County Schools Insurance Group (CCCSIG) is a Joint Powers Authority organized in 1977 for the purposes of self-insuring workers' compensation and provision of health & safety services to its 20 member public school districts in Contra Costa County.

Today, CCCSIG operates a self-insured, self-administered public agency, which is one of the largest of its kind in the State of California. Of the 22 member districts, 20 are K-12 school districts, one County Office of Education and One Community College District. CCCSIG's workers' compensation program encompasses 19 districts approximately 20,000 employees and more than \$819 million in payroll, which translates to approximately \$21 million in workers' compensation premium. Of the 21 member districts, 7 are also members of an insured Health Benefits Program.

CCCSIG has been recognized for success in leadership by its peers. First accredited by the California Association of Joint Powers Authorities (CAJPA) in 1993, the Group is currently Accredited with Excellence through 2009.



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## INTRODUCTION TO CCCSIG FACILITIES USE

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### **Facilities Use Manual**

This manual contains information on how to reserve CCCSIG facilities and equipment and has been developed to aid individuals and groups interested in using the Contra Costa County Schools Insurance Group Conference Room at 550 Ellinwood Way in Pleasant Hill. Please contact CCCSIG Facilities at 1-866-922-2744 ext. 242 or [reservation@cccsig.org](mailto:reservation@cccsig.org) should you have questions or special needs.

### **About the Room**

We are pleased to offer our active Program Member Districts' use of the Conference/Training Rooms for your meeting and training needs at no charge. The room has a maximum capacity of 100 persons (theater style only). Seating can be arranged classroom, theater or meeting-style. For smaller events, the room can be divided into 2 separate areas. The room is accessible after business hours and has wheelchair access. Non-Program Participant Members and outside public entities will be charged a half-day rental fee (1-4 hours) of \$50.00 or full-day fee (4+ hours) of \$100.00.

Equipment in the room includes video camera, computer for Internet access and presentations, video projector, slide/document projector, electronic whiteboard, easel, and microphones.

Meetings and training sessions can be recorded onto a variety of devices, including: videotape, CD-ROM, or DVD.

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**Please Note:** *Contra Costa County Schools Insurance Group reserves the right to cancel any reservation which conflicts with agency program needs.*



## USER GROUPS

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### User Group A

USER GROUP A consists of CCCSIG's active program member districts.

- No usage fees apply.
- Users may schedule up to one year in advance.
- Users may not be cancelled by any other user group (see note below).
- CCCSIG will accommodate requests for normal room arrangements during regular business hours; anytime before/after may be authorized by special request. All room arrangements must be approved by CCCSIG Facilities.
- Refreshments are the responsibility of the meeting organizer/facilitator.

### User Group B

USER GROUP B consists of non-CCCSIG program participants or outside public agencies.

- Users will be billed at the rate for \$50.00 for 1-4 hours of use; \$100 for use above 4 hours.
- Users may be cancelled by CCCSIG or Group A users if reservation conflicts with agency program needs. Every attempt will be made to provide a thirty (30) day notice when canceling a reservation.
- Users may schedule up to one year in advance. *Please refer to CCCSIG Training Room Terms and Agreement on page \_\_.*
- CCCSIG will accommodate requests for room arrangements during regular business hours; anytime before/after will be the responsibility of the meeting organizer. All room arrangements need to be discussed and approved prior to scheduled reservation.
- Refreshments are the responsibility of the meeting organizer/facilitator.

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## GENERAL GUIDELINES AND POLICIES

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It is the responsibility of the meeting organizer/facilitator to read, understand, convey and enforce the following guidelines and policies to their users. Violations of the guidelines or policies governing the use of the Contra Costa County Schools Insurance Group facilities may result in fines and/or the temporary or permanent suspension of CCCSIG facility use.

### BASIC POLICIES AND REGULATIONS

1. All furniture and equipment are to remain indoors unless previously arranged and approved by CCCSIG Facilities.
2. Furniture is not permitted in corridors, hallways, or foyer areas unless previously arranged and approved by CCCSIG Facilities.
3. All decorations, charts, writing materials, or visual aids must be erected in a manner that will not be destructive of Contra Costa County Schools Insurance Group facilities. All such items must be removed after the meeting. Items not conforming to these guidelines will be removed immediately upon discovery.
4. Refuse, including napkins, coffee cups, handouts, or other materials left over after meetings are to be placed in the trash containers in the room or taken away by user.
5. The sale, delivery, or consumption of alcoholic beverages or narcotics is prohibited.
6. The use of any open flame is prohibited.
7. All groups or organizations whose meetings have children in attendance shall provide adult supervision that is satisfactory to the Contra Costa County Schools Insurance Group.
8. Other prohibitions include, but are not limited to:
  - a. Crimes specified in Sections 11400 and 11401 of the Penal Code.
  - b. Smoking in any area of the building, including the parking lot.
  - c. Any animals, excluding dogs registered by the state to assist individuals.
  - d. The loaning/borrowing of Contra Costa County Schools Insurance Group furniture and equipment for personal use.
9. CCCSIG Facilities must be notified of all cancellations.
10. The room is to be left in the same condition after the meeting as it was before the meeting.

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## **GENERAL GUIDELINES AND POLICIES (CONTINUED)**

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### **TELEPHONES**

CCCSIG telephones are not available for leisure use. However, there is one telephone located at the front of the Board Room that can be used for Emergency purposes in addition to dialing inner office CCCSIG Staff. The meeting organizer/facilitator will be held responsible for making this known to their attendees.

### **TELEPHONE MESSAGES**

CCCSIG staff will not interrupt meetings to deliver telephone messages. Messages will be taped inside the conference room door leading to the elevator. Callers will be advised of our message handling procedure.

### **COPIES, SUPPLIES & MATERIALS**

It is the responsibility of the meeting organizer/facilitator to ensure sufficient copies and all other materials and supplies are provided by their group or brought by presenters. CCCSIG does not provide such resources. One easel is available for use.

There is a **Fed Ex Kinko's Office Print Center** located at 622 Contra Costa Blvd. to accommodate your copy/supply needs (approx. 1.5 miles). For small jobs, **CYBERCOPY** is located at 1631 Contra Costa Blvd across from McDonalds.

### **AUDIO/VISUAL EQUIPMENT**

Use of audio/Visual equipment should be arranged for in advance and is only to be utilized by the meeting organizer, facilitator or Presenters who have been trained by a designated CCCSIG Representative. A trained CCCSIG Representative is available when needed to assist with:

- Technical Equipment
- A/V Issues
- Any other circumstances which may arise

The appropriate CCCSIG representative can be contacted by utilizing the telephone list next to the telephone at the front of the room. If you can not reach anyone, please see the receptionist for assistance.

Projection Screen is to be powered down at the end of use, leaving the computer on. Wireless mics are to be turned off and battery door opened. The organizer/facilitator will be held responsible for making this known to their attendees.

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## GENERAL GUIDELINES AND POLICIES (CONTINUED)

### SET-UP AND ROOM CAPACITY

The Conference Room has a maximum capacity of 100 persons (theater style only). Seating can be arranged classroom, theater, or meeting-style. For smaller events, the room can be divided into 2 separate areas. CCCSIG does not provide any further resources and or furnishings than those listed below. The Conference Room has a total of:

<u>Item</u>	<u>Number Available</u>	
Chair - Swivel (ergonomic)	36	
Chair - Regular (stackable)	63	
Table (easy glide)	21	21 TOTAL easy glide tables to accommodate guest seating, presenter, material/handouts, and sign-in use.

Maximum seating capacity is defined according to the set-up/seating arrangement. The meeting organizer/facilitator is responsible for staying within the capacity according to the agreed seating arrangement on the Facility Request Form. A description of set-up designs is located on page 9.

### Additional Charges

All damages and/or abuse of conference rooms, furniture or equipment will be charged according to the direct time and materials involved to return to the original condition. Damage and cost will be determined by the Administrative and Facilities Department. Users will be billed.

### Cancellations

Please contact CCCSIG Facilities at 1-866-922-2744 x 242 immediately pending a cancellation of any reservation. Failure to provide three (3) notice of cancellations may result in temporary or permanent suspension of CCCSIG facility use privileges.

### RESTROOMS

Men’s and women’s restrooms are located adjacent to the Conference Room on the first floor. Restrooms are shared with CCCSIG Staff and we ask that your group maintain a clean and sanitary environment. Damage and/or abuse of restrooms will be charged according to the direct time and materials involved to return to its original condition. Damage and cost involved will be determined by CCCSIG’s Administrative and Facilities Department. The user will be billed. The meeting organizer/facilitator will be held responsible for making this known to their attendees.

### GARBAGE/WASTE

Several waste baskets are available for use. The organizer/facilitator must ensure all attendees are utilizing the waste baskets provided. Once a waste basket has reached its full capacity, it is the responsibility of the organizer/facilitator and/or attendees to secure the waste bag and place it in a designated area, retrieve an additional bag from beneath the waste basket and repeat as needed.

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## **GENERAL GUIDELINES AND POLICIES (CONTINUED)**

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### **KITCHEN**

CCCSIG has a kitchen adjoining the Conference Room. Kitchen area, appliances and coffee are for CCCSIG Staff. If there is a need to utilize the kitchen, please note on the Facility Request Form. Facilities will let you know whether or not your request can be accommodated. Vending machines are available for guest use. Outdoor seating is available on the side and rear of the building.

### **CATERING COFFEE & OTHER REFRESHMENTS**

Refreshments are the responsibility of the meeting organizer/facilitator. Please note on the Facility Request Form who will be catering your meeting and the time CCCSIG should expect them. Catering items such as coffee urns, platters, utensils, etc. must be picked up or removed immediately following your meeting and during CCCSIG's normal business hours. Items left behind are the responsibility of the meeting organizer/facilitator.

### **SECURITY**

CCCSIG takes the safety of its employees, guests and other visitors seriously and has taken several precautions to ensure this measure. It is the expectation that the meeting organizers/facilitators and attendees do so as well. All doors should be closed promptly when entering/exiting any entrance. When loading/unloading equipment or greeting large volumes of people, the doors should be carefully monitored by an appointed individual and/or by the responsible organizer/facilitator. *Please make certain that all guests are cautious when arriving and leaving an event and remind each person to be aware of their surroundings when leaving from an evening/night time event.* The organizer/facilitator is accountable for making this understood by their attendees.

### **EMERGENCY**

CCCSIG Conference Room has a maximum capacity of 100 persons (theater style only) when the room is utilized as one large room or it can be divided into two separate rooms with a smaller conference area which can accommodate 15-20 theater style. The Conference Room, when used as one large room, has two emergency exits and one leisure exit opening up to the side of the building and patio area. Emergency exit doors are noted with signage. Alarms will sound when doors are opened before or after CCCSIG's normal business hours and will notify the local police department. When an emergency occurs or if an alarm is sounded the organizer/facilitator is responsible for gathering their attendees and exiting out the side or lobby entrance proceeding to the rear of the parking lot where CCCSIG employees are stationed. Instructions will be provided by a CCCSIG Safety Officer.

### **Parking & Parking Area**

CCCSIG has adequate parking to accommodate CCCSIG employees and guests. The parking lot located in front of the building and is owned and maintained by CCCSIG. Please ensure your attendees:

- Are cautious of pedestrians crossing when coming and going
- Understand smoking is prohibited in parking lot
- No littering in parking lot and surrounding area
- Do not abandon vehicles
- Do not park in Handicapped zone(s) without a permit

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## **PROCESS FOR REQUESTING FACILITY RESERVATIONS**

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### **Step 1**

- ◇ Check the CCCSIG website at: <http://www.cccsig.org>. Click “Facility” at the top right corner of the screen.
- ◇ Review the Facilities Use Manual regarding our general policies and terms and conditions of use.
- ◇ Check availability.
- ◇ Complete the Facility Request Form.

### **Step 2**

- ◇ Submit the “CCCSIG Facility Request Form”.
  - ~ Active JPA and Non-JPA Program Members: complete and submit on-line
  - ~ You may also e-mail to [reservations@cccsig.org](mailto:reservations@cccsig.org), print and fax to 925-692-1176 or mail to: CCCSIG Facilities at 550 Ellinwood Way, Pleasant Hill, CA 94523.

***Please note that your reservation is not guaranteed until your confirmation from CCCSIG is received.***

### **Step 3**

- ◇ Print, complete and sign the “Conditions of Use Agreement” (required annually)
- ◇ E-mail to [reservations@cccsig.org](mailto:reservations@cccsig.org), fax to 925-692-1176 or mail to: CCCSIG Facilities at 550 Ellinwood Way, Pleasant Hill, CA 94523 by the date noted on your confirmation. .

### **Step 4**

- ◇ Enjoy your scheduled gathering at CCCSIG’s facility!

*\* Meeting organizer/facilitator will be billed at the end of the month, if applicable.*

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Contra Costa County Schools Insurance Group  
ATTN: Facilities  
550 Ellinwood Way • Pleasant Hill • CA 94523  
Main Office: (866) 922-2744 □ Fax: (925) 692-1137

**FACILITY REQUEST FORM**  
E-mail: [reservation@cccsig.org](mailto:reservation@cccsig.org)

## CONDITIONS OF USE AGREEMENT

Facility Requests  
(Required Annually)

### Legal Responsibility

\_\_\_\_\_ District/Organization certifies that we shall be responsible for any damage or loss sustained by the Contra Costa County Schools Insurance Group occurring through the occupancy of said building or grounds by my organization. I have read, understand, and agree to conform to all the Rules and Regulations set forth in the **CCCSIG FACILITIES USE MANUAL** governing the use of the Contra Costa County Schools Insurance Group building, equipment and grounds.

This Agreement is in effect for the period of July 1, 20\_\_ through June 30, 20\_\_ and requires annual renewal.

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

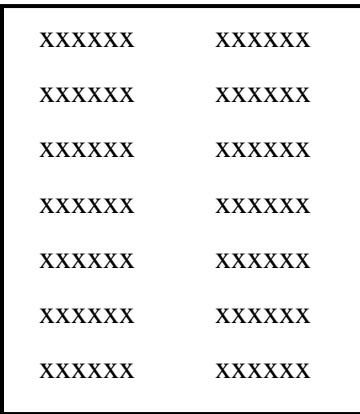
\_\_\_\_\_

District/Organization

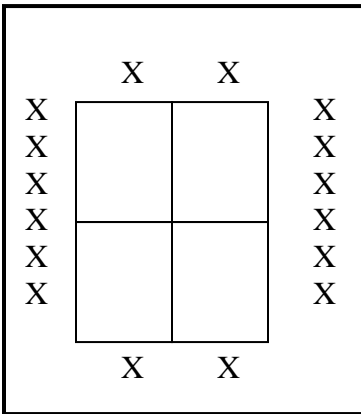


# ROOM SET-UP STYLES

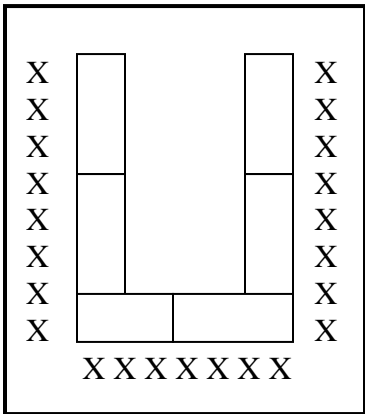
**STYLE A – Theater**  
(Up to 100  
With no Tables)



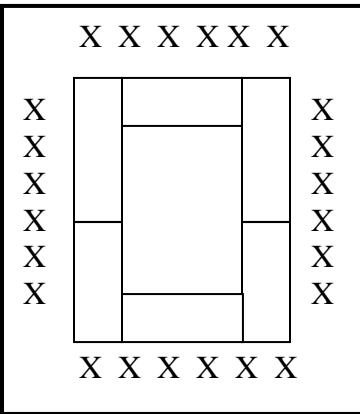
**STYLE B – Closed Square**  
(Up to 25)



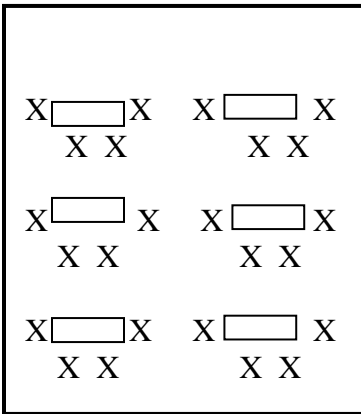
**STYLE C – “U” Shaped**  
(Up to 25)



**STYLE D – Open Square**  
(Up to 35)



**STYLE E – Classroom**  
(Up to 60)



- ✓ Be creative based on size and use.
- ✓ Utilize tables under windows for materials, seating or catering.
- ✓ Keep wall closed to create a more intimate atmosphere.
- ✓ Utilize lobby door for entrance/exit as much as possible.

### Helpful Tips:

- Oak Room will accommodate up to 65 people theater style, no tables. Sycamore Room will accommodate up to 35, no tables.
- Sycamore Room can be used for smaller meetings and will accommodate 15-20, closed square
- We have 21 tables, 36 high-back chairs and 63 straight chairs
- Tables should not be moved outdoors without permission
- Coffee service or catering is not available through CCCSIG
- Employee lounge, appliances and coffee is for the sole use of CCCSIG employees
- Administrative services, e.g. copier, fax or telephone, are not available
- Guest phone messages will be posted in the hallway near the elevator

# Emergency Equipment & Exits





## Directions to CCCSIG

**550 Ellinwood Way ▪ Pleasant Hill ▪ CA ▪ 94523**

**Main Office: 1-866-922-2744**

For specific directions from your location to ours, visit [www.mapquest.com](http://www.mapquest.com)

Directions by Car:

**680 Southbound (from Vallejo/Brentwood)**

- Take **WILLOW PASS ROAD** Exit
- **RIGHT** on **WILLOW PASS ROAD**
- **LEFT** turn on **CONTRA COSTA BLVD.** (light)
- **LEFT** turn on **ELLINWOOD DRIVE** (light)
- **LEFT** turn at **ELLINWOOD WAY**
- **RIGHT** into **FIRST DRIVEWAY**
- **END** at **CCCSIG 550 Ellinwood Way** (tan building with green trim)

**680 Northbound (from Walnut Creek/Oakland)**

- Take **WILLOW PASS ROAD** Exit
- **LEFT** on **WILLOW PASS ROAD**
- **LEFT** turn on **CONTRA COSTA BLVD.** (light)
- **LEFT** turn on **ELLIWOOD DRIVE** (light)
- **LEFT** turn on **ELLINWOOD WAY**
- **RIGHT** into **FIRST DRIVEWAY**
- **END** at **CCCSIG 550 Ellinwood Way** (tan building with green trim)

Directions by BART/Bus:

Take a BART train to Pleasant Hill. Look for a County Connections bus that travels route 109, which runs along Contra Costa Blvd. This bus will drop you off at the building next door to CCCSIG.

*Information specific to your Training/Meeting:*

Meeting:

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Date:

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Contact:

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