



Coalition Meeting Space Reservation Form

Instructions: To reserve a meeting space, please complete the following form with the required information. Ensure all fields are filled out accurately. Once finished, kindly return the form to mguerrero@coalitionoc.org to finalize your booking.

NAME & ORGANIZATION INFORMATION	
Contact Name:	Organization/Company Name:
Contact Number:	Email:
Mailing Address:	

EVENT INFORMATION		
Event Name:		
Event Start Date:	Event End Date:	Days of the Week:
Event Start Time:	Event End Time:	Number of Attendees:
Type of Event (Training, Meeting, Retreat, etc)		

AUDIO/VIDEO
Will you need audio or video equipment? <input type="checkbox"/> Yes / <input type="checkbox"/> No. If yes, please indicate which type of equipment you will need:
Will your event have video conference needs? <input type="checkbox"/> Yes / <input type="checkbox"/> No
Available Onsite: <input type="checkbox"/> Owl Video Conferencing/ <input type="checkbox"/> TV Monitors/ <input type="checkbox"/> PA System/ <input type="checkbox"/> Mobile Whiteboard Stand

FOOD & CATERING
Will your event have food? <input type="checkbox"/> Yes / <input type="checkbox"/> No If yes, please let us know if you will be bringing in or catered.

ADDITIONAL INFORMATION:



TERMS AND CONDITIONS

Booking Confirmation

Your reservation is confirmed upon receipt of the completed reservation form and full payment (if applicable) of the reservation fee.

Changes to Reservation

Any changes to the reservation must be communicated in writing and are subject to availability.

Payment Policy

The total reservation fee must be paid in full at the time of booking. Payments can be made via check or bank transfer.

Use of Space

The reserved office space is to be used solely for professional business activities. Activities that are illegal, hazardous, or disruptive to other occupants are strictly prohibited.

Noise and Conduct

All guests must maintain a respectful noise level and conduct themselves in a professional manner.

Responsibility for Damages:

The reserving party is responsible for any damages to the office space, furnishings, equipment, or other property during the reservation period. Any damage must be reported immediately to the management. The cost of repairs or replacements will be billed to the reserving party.

Cleanliness and Maintenance

The office space must be left in a clean and orderly condition. Any excessive cleaning required will result in additional charges. All trash must be disposed of in the designated bins.

Security

Management is not responsible for any lost or stolen items. Please ensure personal belongings are secure.

Compliance with Laws

The reserving party must comply with all local, state, and federal laws during the use of the office space.

Indemnity

The reserving party agrees to indemnify and hold harmless the management from any claims, damages, or losses arising out of the use of the office space.

Cancellation Policy

Cancellations or rescheduling requests must be made at least 48 hours prior to the reserved time. Cancellations made within 48 hours of the reserved time will incur a cancellation fee equal to 50% of the reservation fee. No-shows will be charged the full reservation fee.

By signing below, you acknowledge that you have read, understood, and agree to abide by these terms and conditions.

Print Name/Signature	Date
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A Place for Building a Healthier Orange County

The Coalition of Orange County Community Health Centers (Coalition OC) is a consortium of 27 members (26 community health centers and 1 affiliate) creating quality healthcare for vulnerable, underserved communities of Orange County. Our work is done in community and with the community.

We offer our meeting spaces as a place for collaboration, community building, and collectively achieving a healthier Orange County.

ELIGIBLE ORGANIZATIONS

- Coalition of Orange County Community Health Centers Members
- Nonprofit organizations that are exempt under Section 501(c)(3) of the Internal Revenue Code
- Independent, sponsored projects of a nonprofit Section 501(c)(3) organization acting as a fiscal sponsor
- Government and public agencies

The Coalition OC meeting spaces are available at no cost to Coalition members and organizations that support or further the Coalition OC's mission.

For non-members there is a nominal fee for use of our meeting space/s.

AVAILABILITY FOR BOOKING

Monday to Friday 8:00am-5:00pm

Please note weekends and holidays are unavailable for booking.

LOCATION

Our offices are in the city of Orange, easy access from the 22 and 57 freeways and near public transportation.

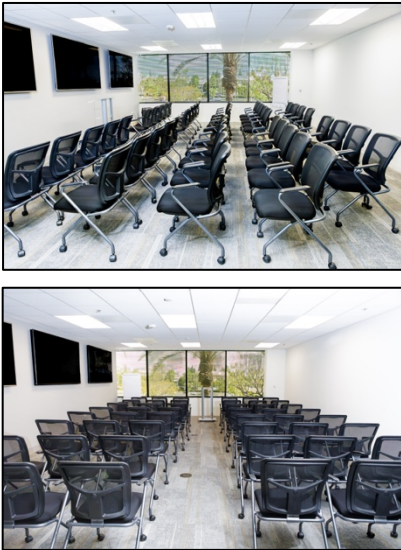
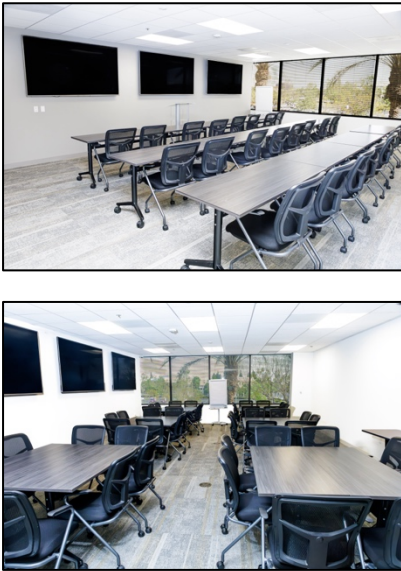
ACCESSIBILITY

We strive to ensure that our meeting spaces is accessible to all guests. Our team is committed to providing an inclusive and accommodating experience. If you have any specific accessibility needs or require assistance, please let us know.

For more information or to request accommodations, please contact Melissa Guerrero at mguerrero@coalitionoc.org.


Meeting Rooms & Capacity

TRAINING ROOM

<p>Auditorium Style</p> 	<p>In auditorium style set-up, chairs are arranged in rows facing a stage or a focal point.</p> <p>This setup is commonly used for presentations, lectures, seminars, and performances where attendees primarily listen to a speaker or watch a presentation.</p> <p>There are no tables in front of the chairs, allowing for maximum seating capacity and focus on the speaker or stage.</p> <p>Best for One-way communication from speaker to an audience.</p>	<p>50 maximum</p>
<p>Classroom Style</p> 	<p>In classroom style setup, tables and chairs are arranged in rows facing the front of the room, similar to how they would be in a traditional classroom.</p> <p>This setup is suitable for training sessions, workshops, and educational activities where participants need to take notes, work on exercise, or engage in group discussions.</p> <p>Each attendee typically. Has a table or desk space in front of them, providing room for writing, laptops, or other materials.</p> <p>Best for interactive learning or training sessions.</p>	<p>Various classroom style setup</p> <p>18 (three rows of tables for a total of nine tables, two seats per table)</p> <p>24 (6 tables of 8 seats)</p> <p>24 (Not pictured, two U shaped table configurations with 6 tables/U shape for total of 12 tables)</p>

Meeting Rooms & Capacity

LARGE CONFERENCE ROOM

<p>Board Room Style</p> 	<p>Conference table seating</p>	<p>20 maximum (14 with 5 additional seats around the room perimeter)</p>
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SMALL CONFERENCE ROOM

<p>Meeting Room Style</p> 	<p>Small Conference table seating</p>	<p>5 maximum</p>
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