



A Description of the Available Rooms

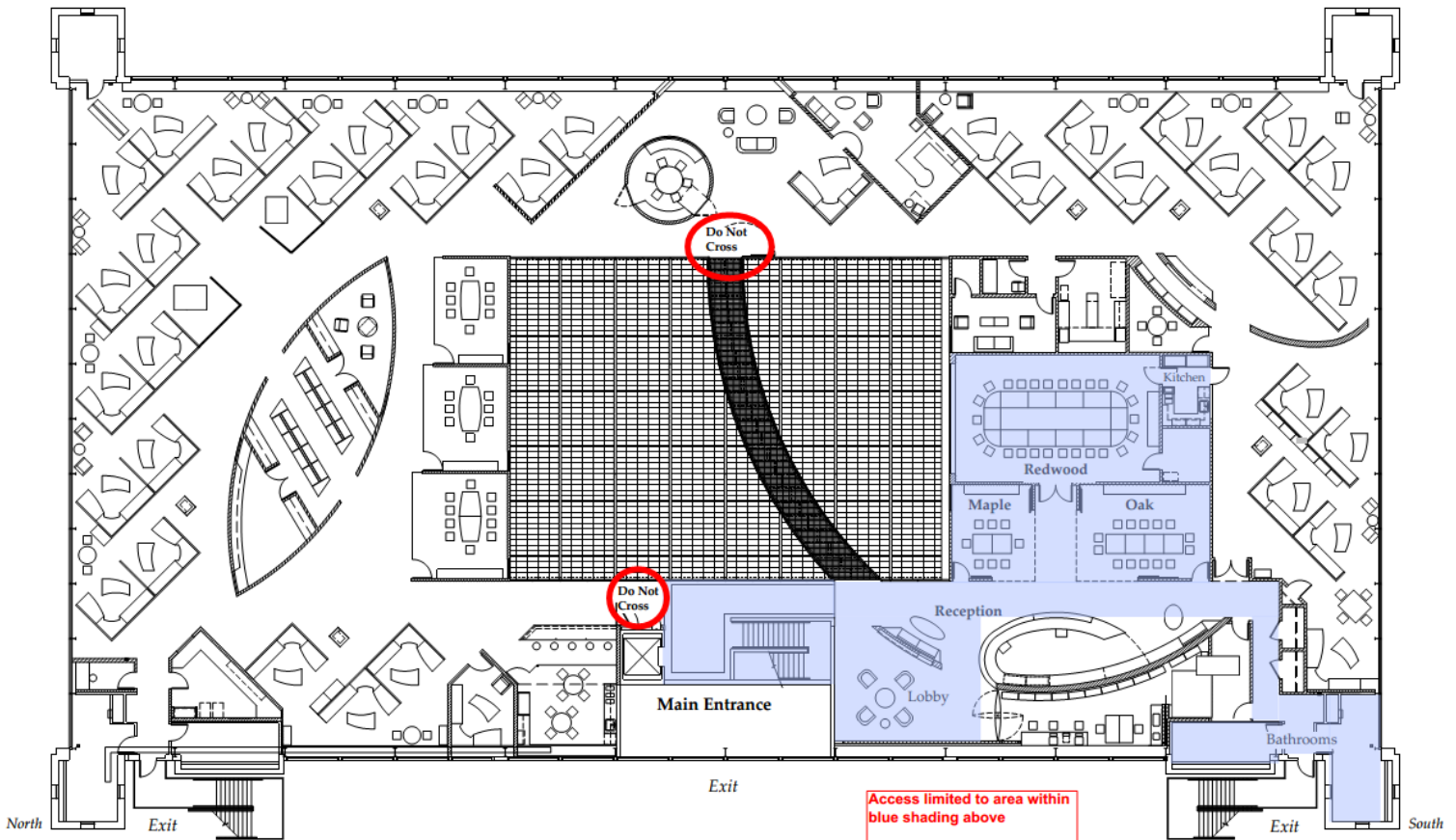
Location:
 Marin Community Foundation
 5 Hamilton Landing, Suite 200 (second floor)
 Novato, CA 94949
 T: (415) 464-2500

Redwood Conference Room	Oak Conference Room	Maple Conference Room
Capacity: 26–49	Capacity: 16	Capacity: 8
<p>This room seats 26 people comfortably and can accommodate up to 49 people with special arrangements. The tables are configured in a large oval shape and cannot be changed. There is access to an adjacent kitchen that contains a coffee maker, microwave oven, toaster oven, ice maker, and dishwasher. Please note there is no refrigerator space available for conference room users. Audio/visual equipment consists of a ceiling mounted projector, computer (for internet access), DVD, and the ability to plug in a laptops for presentations (<i>a HDMI and/or a VGA port on your laptop is required</i>). This room contains a movable white board, which holds a large pad of paper (markers provided). An instruction manual for equipment is available in the room.</p>	<p>This room seats 16 people comfortably. The table is a rectangle and cannot be reconfigured. There is access to the kitchen described for the Redwood Room when Redwood is not occupied. Audio/visual equipment consists of a flat-screen television monitor, computer (for internet access), Blu-ray DVD, and the ability to plug in a laptop for presentations (<i>HDMI port on your laptop is required</i>). Video conferencing is now available 8am-4pm Monday-Friday. Advanced training is <u>mandatory</u> if you wish to use the video conferencing system. Schedule with the Reservations Coordinator (reservations@marincf.org) This room contains a movable white board, which holds a large pad of paper (markers provided). An instruction manual for equipment is available in the room.</p>	<p>This room seats 8 people comfortably. The table is square and cannot be reconfigured. There is access to the kitchen described for the Redwood Room when Redwood is not occupied. A movable white board, which holds a large pad of paper (markers provided) can be made available <u>upon request</u>.</p>
<p>**Free guest WiFi is available in all meeting rooms** Network Name: MCF Guest No password is required</p>		



A Description of the Available Rooms (cont.)

This is a map of the conference rooms and facilities layout at the Marin Community Foundation. The areas highlighted in blue are accessible to nonprofit users.



Marin Community Foundation - 2nd Floor

Revised: 1/1/2010

SCALE: 1/16"=1'-0"