

NOVA-RO CORPORATION

POLICY AND GUIDELINES FOR USE OF NOVA-RO III REUBEN KAEHLER BUILDING MEETING ROOMS AND ADJACENT STORAGE ROOMS

POLICY

It is the policy of the Nova-Ro Corporation Board of Directors that the community rooms at Nova-Ro I and Nova-Ro II and the entire ground floor area in the Reuben Kaehler Building at Nova-Ro III are for the exclusive use and enjoyment of Nova-Ro residents. On the upper floor of Nova-Ro III Reuben Kaehler Building are two meeting rooms and two adjacent storage rooms for use solely consistent with the following use guidelines.

USE GUIDELINES FOR MEETING ROOMS

1. Use Priority — The two upstairs rooms may be used for meetings on the following priority basis:
 - Meetings of Nova-Ro Corporation and its board-authorized committees/entities;
 - Meetings of Novato Rotary Club board and its board-authorized committees/entities;
 - Meetings of other Rotary club boards and their board-authorized committees/entities with prior approval of Nova-Ro Board.
2. Hours of Use - Between 7 AM and 8 PM
3. Scheduling of Use - Meetings must be properly scheduled no later than 72 hours in advance of date/time on the meeting room(s) master calendar. The President of the Nova-Ro Board will assign one board member (the Scheduler) who will have primary responsibility for maintaining the master calendar. In turn, that board member will solicit the assistance of two members of the Rotary Club of Novato who will assist in the maintenance of the master calendar and who, in the absence of the Scheduler, will be authorized to respond to requests for use of the rooms. The party responsible for convening a meeting must contact one of the individuals authorized to make entries on the scheduling calendar. The name, phone number and e-mail address of each authorized individual will be posted on the Rotary Club of Novato website.
4. Parking — All meeting attendees must park on the adjacent street, Pinheiro Circle, or along Redwood Blvd. On-site parking lots are for residents and their guests **ONLY**.
5. Access to Upper Floor Rooms — All meeting attendees must use the outside

stairway or elevator to access the upper floor rooms and enter through the main doorway. The party responsible for convening a meeting will be responsible for obtaining the entry key from the lock box, unlocking the main doorway before the meeting and locking the main doorway and any other exterior doorways used during the meeting and returning the key to the lock box. Note: When re-locking the lock box, the cipher code must be re-entered before engaging the locking plate.

6. Set Up and Clean Up — The party responsible for convening a meeting will be responsible for seeing that the room is properly set up for the meeting and that at the conclusion of the meeting all attendees clean-up after themselves and carry away all trash off the premises leaving the room and facility in a clean and orderly condition. Once out of the building you may place trash and recyclables in the proper container in the trash enclosure in the main parking lot at the west end of the complex.
7. Noise Level — All meeting attendees should be mindful of maintaining Nova-Ro III for the peaceful enjoyment of our residents. Therefore, all attendees are urged to avoid loud talking when using the meeting rooms and on the outside stairway.
8. Responsible Party — The party responsible for scheduling/convening a meeting shall be responsible for knowing, understanding, and properly administrating this policy.

USE GUIDELINES FOR STORAGE ROOMS

The two upper floor storage rooms are for use solely on the following priority use basis:

Storage room #1 — Archives and other permanent organizational materials of

- Nova-Ro Corporation and its board-authorized committees/entities
- Novato Rotary Club and its board-authorized committees/entities

Storage room #2 — Storage of various goods and materials (such as cases of beverages, paper products, decorations, display materials, audio-visual equipment, etc.) used directly for board-authorized events by

- Nova-Ro Corporation and its board-authorized committees/entities
- Novato Rotary Club and its board authorized committees/entities

Adopted February 19, 2004

Revised April 15, 2004