

# SKILLCRAFT, INCORPORATED

MARTINEZ, CALIFORNIA 94553-4239

Office of Secretary  
1875 ARNOLD DRIVE  
c/o IBEW 302



Telephone:  
(925) 228-2302  
FAX: (925) 228-0764

Dear interested party,

Thank you for your inquiry regarding our meeting room.

The process to reserve the room is to send a letter to: Rachel Shoemake, President, Skillcraft Inc., 1875 Arnold Dr., Martinez, CA 94553.

In the letter, state the date of the event, the time of the event, the purpose of the event and the number of people attending. You may send the letter by mail to Skillcraft Inc., 1875 Arnold Dr., Martinez, CA 94553, by fax (925) 228-0764 or as an email attachment to [ibinfo@ibewlu302.com](mailto:ibinfo@ibewlu302.com)

All letters are read at the Board meeting on the third Tuesday of the month. The Board reviews each request, discusses the purpose and votes on the request. The requesting person/company is notified of the Board's decision.

The starting time for any event must be 9:00 A.M. or later.

We **do not** charge rent for the room. We charge \$150.00 for the janitorial clean-up, \$100.00 for the setting up and taking down of the tables and chairs, for a total of \$250.00.

For larger events there will be an additional \$100.00 charge for a parking lot attendant to direct traffic to additional parking spaces across the street.

If you have any questions, feel free to contact our office at (925) 228-2302.

Sincerely,

Rachel Shoemake  
President

RS:np  
OPEIU#29:afl-cio