

# VALLEY VIEW SEWER DISTRICT

## Public Meeting Room Guidelines

**Note: The Water/Sewer Condo Association has priority use of the Public Meeting Room**

To insure proper use and maintenance of the Public Meeting Room, the following guidelines apply to use of the Meeting Room.

### Hours of Use:

**Condo Association Business Hours:**  
Monday-Friday: 8:00 a.m. to 5:00 p.m.

**Public Use Hours:**  
Monday-Friday: 8:00 a.m. to 10:00 p.m.  
Saturday-Sunday: 8:00 a.m. to 10:00 p.m.

**Maximum Room Capacity: 60**

### Fee for use:

**\$20.00 per hour**  
**\$100.00 refundable damage deposit**  
**\$20.00 lost key card fee**

### **Room Reservation Rules and Procedures**

**(Note: The word "applicant" in these Guidelines includes both the "Organization" and the "Person Responsible for Meeting" in the Room Use Application)**

- The applicant must complete and submit the *Public Meeting Room Use Application* form at least five (5) days in advance of use (contact 206-242-3236 or download the Application form from the sewer district's website, [www.valleyviewsewer.org](http://www.valleyviewsewer.org)).
- There is a limit of one use or meeting (meeting) per applicant per week.
- The Sewer District manager will review and approve all Meeting Room use requests.
- Meeting Room reservations will be considered on a first-come, first-serve basis.
- If the Sewer District manager has approved a meeting, and the applicant desires to cancel the meeting, the applicant must notify the Sewer District at least five (5) business days in advance of the scheduled meeting date.
- The Sewer District reserves the right to deny or cancel use of the Meeting Room when the Sewer District manager determines that persons might be injured or property might be damaged and/or when use of the Meeting Room might be prejudicial to or not in the best interest of the Sewer District.
- After the Sewer District manager has approved an application, and the applicant has paid the required fees, the Sewer District will notify the applicant to pick up a key card from the Sewer District office (and learn how to use it), during normal business hours, 8:00 a.m. to 5:00 p.m.

### **Meeting Room Use Rules**

- A responsible adult over the age of twenty-one (21) must be present at all times. If children (under the age of eighteen (18)) are present, they must be supervised at all times.

- The Meeting Room is the administrative office for both the Sewer District and Water District # 125. The noise level in the lobby area next to the Meeting Room must be kept to a minimum during business hours.
- Meeting Room doors must remain closed during a meeting that occurs during normal business hours.
- The applicant must use the utmost care in the use of the Meeting Room.
- The applicant must conduct the meeting in a respectable and well-governed manner.
- The applicant is responsible for the providing all non-Meeting Room related ADA accommodations.
- Upon completion of the meeting, all entry doors must be closed and locked.
- The applicant cannot use the Meeting Room as its permanent meeting place, or use the address of the Sewer District as its mailing address.
- In connection with use of the Meeting Room, the applicant shall not to discriminate against any person on the basis of sex, race, creed, color, disability, religion, ethnic origin, sexual orientation, or age.
- The Sewer District reserves the right to deny or suspend use by the applicant or any related organization for failure to comply with these Meeting Room guidelines and applicable rules.
- In the event of a disaster or emergency, the Sewer District manager may cancel use of the Meeting Room without advance notice.

### **Prohibited Activities**

- **The core function of the Sewer District office (and Meeting Room) is to serve as the primary place of business for the Sewer District. These Guidelines authorize events and activities of a Local Governmental Agency and that do not compromise the Sewer District's core function.**
- **The Meeting Room shall not be used for sales or product promotion purposes, or fundraising purposes.**
- **The Meeting Room shall not be used for religious worship services. However, use of the Meeting Room for communication that may include religious viewpoints or material is permissible.**
- **The Meeting Room shall not be used for political election, campaign, or ballot proposition purposes**
- **Alcoholic beverages shall not be brought into or consumed in the Meeting Room or on the Sewer District property.**
- **Tobacco products shall not be consumed or smoked on the Sewer District property.**
- **No animals/pets are allowed in the Meeting Room, except for guide or service dogs.**
- **The use of hazardous materials is prohibited.**
- **Firearms or weapons of any kind are not allowed in the Meeting Room or on the Sewer District property, except that this restriction does not apply to on-duty law enforcement officers.**

### **Food and Beverages**

- All refreshments and drinks (non-alcoholic) must be consumed inside the Meeting Room or in the kitchen area.

### **Room Configuration/Cleaning/Use Termination**

- Tables and chairs are available for use.
  - The applicant must return the Meeting Room to its original setup.
  - The Meeting Room must be vacated by the ending time stated in the Facility Use Agreement and/or the Use Application.
  - Decorations and materials shall not be attached to walls or floors without the permission of the Sewer District manager.
  - After use, the applicant must remove all of applicant's belongings, materials, equipment, and furnishings
  - Counter tops and tables must be cleaned. Debris and stains must be removed from the carpet.
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- The applicant must ensure that all entry doors are locked and closed.

- The key card must be deposited in the drop box (located in the parking lot by the flag pole) or returned to the District office on the next business day following the meeting, unless other arrangements have been approved by the District Manager. .

**Liability/Damages**

- The Sewer District shall not be responsible for lost, stolen or damaged items brought to the Meeting Room by the applicant.
  - The applicant is responsible for any damage, theft or disturbances arising from use of the Meeting Room, and will be assessed the cost of any repair or loss, together with any associated staff time.
  - District staff will conduct a walk-through of the Meeting Room before and after each meeting, and will include the applicant and/or person responsible for the meeting if feasible. The amount of any damage or cleaning costs will be determined by the Sewer District manager and presented to the applicant.
  - The District may keep and deduct from the damage deposit any cleaning, damage, repair and similar costs incurred by the Sewer District as a result of applicant’s use of the Meeting Room.
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- The Sewer District shall not be responsible for any injury to persons or loss or damage to personal property incurred during or as a result of the applicant’s use of the Meeting Room.

**Additional Requirements/Restrictions**

- The Sewer District, through the Sewer District manager, may add requirements or restrictions as deemed necessary, depending on the use.

APPLICANT:

The undersigned, on behalf of the organization identified in the Meeting Room Use Application, or on behalf of himself or herself, as applicable, states that he or she has read, understands and agrees to these Meeting Room Guidelines.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this signed page, along with the completed *Public Meeting Room Use Application* form, to the Sewer District.