



Agreed Conditions for Use of Public Meeting Room

Thank you for selecting North City Water District's Board Room for your meeting site. The Board of Commissioners is pleased to be able to provide this room for governmental and non-profit organizations when not being used for District business. To ensure maintenance of our facility and fair and equal use of the space, the following guidelines have been prepared for use of the Board Room.

Room Description and Capacity

The Board Room has a ***67-person capacity***. Due to fire code, you may not exceed the maximum capacity. The Board Room is furnished with a large conference table and 8 chairs. An additional 50 chairs are available for use in the room. We also have four 8 ft folding tables that can be used for your event. Audio visual and a projector screen is available for public use, provided prior training on its use has been received. A time for training should be scheduled (during District business hours) at the time the Facilities Use Agreement is submitted. Office equipment (copiers, printers, phones, etc.) is not available for public use. Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.

Deposit for Use

- A \$100 refundable damage deposit is required.
- Additional charges may be applied if any damage, additional cleaning, or staff time is necessary after the meeting.
- Meeting Room is not considered reserved until the security deposit is received. Credit cards cannot be accepted for deposits at this time. ***You may pay with cash, check or money order made payable to North City Water District.***

To Reserve the Board Room

- A Facility Use Agreement form must be completed at least 5 days in advance of the event. Forms can be downloaded at www.northcitywater.org.
- The Board Room may not be scheduled more than 12 months in advance.
- There is a limit of 6 events per quarter for any organization.
- Reservations are accepted on a first come first served basis.
- As a courtesy to staff and to ensure fair availability to all community groups, we request organizations notify North City Water District of cancellations or changes at least 5 business days in advance of the scheduled event. Failure to notify North City Water District can result in future denial of Facility Use.
- North City Water District reserves the right to deny or cancel the use of its facilities for pressing District business or when it is deemed that persons or property might be endangered and/or when the activity in any way might be prejudicial to or not in the best interest of the North City Water District.

After Your Reservation

- If the North City Water District AV equipment is being used, applicants must receive training on its use prior to the event. Training shall be scheduled in advance during office business hours.

User Responsibilities

- Users assume responsibility for protection of District property and equipment and shall provide sufficient supervision or security to protect District Facilities and all attending persons. A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- During North City Water District Business hours, the noise level in the lobby must be kept to a minimum to ensure we can serve our customers effectively. Meeting room doors must be kept closed while conducting events during normal business hours. The conduct of the event will be respectable and well governed.
- Upon completion of the event, ensure all doors are closed and locked.

Note: Please include time for set up and clean up. If access is required outside of the time indicated, and a North City Water District Employee is needed to come to the building, a non-refundable charge of \$250.00 will be incurred.

- There is a \$100 security deposit due at booking. Deposit is refunded upon inspection of Board Room. The refund can take up to (2) weeks for processing.
- The User is responsible for paying for any damage to District Facilities, cleaning, and any and all expenses incurred by the District arising out of or related to User's use of or presence on District Facilities, including but not limited to cleaning, repairs, replacement, and/or legal and collection costs. User agrees to pay for any damage or cleaning no later than 30 days after the date of the invoice. The user agrees to notify the District Manager or Designee of any accidents immediately.
- Users shall not violate requirements of the Uniform Fire Code; exceed the occupancy limit; allow the use of open flames on District premises; or block access doors. Failure to comply with these requirements will result in immediate cancellation of the User's meeting.
- User agrees to indemnify, defend, and hold harmless the North City Water District, its officers, agents and employees from and against any and all claims, losses, damages and expenses, including attorneys' fees, arising out of or in connection with the use of District Facilities to the extent that such claim, loss, damages, or expense is attributable to any negligent act or omission of the User, anyone directly or indirectly employed by the User, or any of the User's group members, invitees, or others present at such facilities in connection with the User's activities.
- If the event is professionally catered, or you are bringing in any rental or owned equipment, your organization will need to provide proof of a public liability insurance policy covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence. The certificate must be received by North City Water District two weeks prior to the event date.
- **The front entry doors and Board room entry doors are the only doors you will have access to. All of the other doors are locked electronically, and you will set off an alarm if you attempt to use any other doors.**
- User understands that the District Manager may deny the User future use of District Facilities for any failure to abide by these terms and conditions.

Prohibited Activities

- Political activities for any federal elective offices and state and local elective offices and ballot measures.
- Possession and use of illegal drugs.
- Possession of firearms, except for law enforcement officers.
- Smoking.

Food and Beverages

- The user may serve food and beverages. The District can provide tables for set up, but user must provide all other service items including napkins, plates, tablecloths, cups etc.
- Alcoholic beverages may be served with the approval of the District Manager and the proper Alcohol Permit on file.
- Users are responsible for placing all trash in the provided trash and recycling canisters. If trash is in excess of provided containers, the User will be responsible for disposing of extra garbage. Outside dumpsters are located in the back lot.

After the Meeting

- Please return the room to the condition and configuration it was when you arrived. Stack chairs on risers, wipe down tables and counters, fold, and stack tables, and clean any major debris from the carpet.
- Please be sure all doors are closed and locked. **Please call the North City Water District phone number provided to you to make sure the building is locked and secured before leaving the property.**

North City Water District Number to lock building: _____

Please save these guidelines for your reference.

To complete your room reservation,

1. Please contact Customer Service, phone 206-362-8100 or email: customerservice@northcitywater.org to check the availability of the dates you desire.
2. Fill out the Facility Use Agreement and submit \$100 security deposit.
 - At this time, we can accept checks, cash, or money orders for payment. Your reservation will not be guaranteed until the security deposit is received.
 - You may stop by the District Office at:
1519 NE 177th Street, Shoreline, WA 98155 and obtain a hard copy of the form.
 - By signing the Facility Use Agreement, you agree to the terms and conditions outlined in these guidelines.

If you have any question, please contact the District at customerservice@northcitywater.org



Facilities Use Agreement

Today's Date: _____

Organizational Information

Name of Requesting Organization: _____
 Organization Mailing Address: _____
 City, State Zip: _____
 Type of Organization: Non-Profit (please provide Tax ID# _____ &/or Tax Status: _____ (501 c xxx)
 Purpose of Meeting: _____
 Person Responsible for Meeting: _____ E-mail: _____ Phone Number: _____

Dates and Times

Start time and end time should include all the time needed for setting up and cleaning up. If a North City Water District Employee is dispatched to lock or unlock the room outside of the time indicated below, the organization will be responsible for an on-call employee a non-refundable fee of \$250.00. Board Room is available when not being used for District Business from 8:30AM – 10:00PM 7 days a week.

A \$100 Security Deposit is due upon booking. Security Deposit will be held until the final meeting reoccurrence.

Use Request

Organizations are limited to no more than six meetings over a three-month period and the Board room can be booked no more than 12 months in advance.

Date: _____ Start Time: _____ End Time: _____
 Date: _____ Start Time: _____ End Time: _____
 Date: _____ Start Time: _____ End Time: _____
 Date: _____ Start Time: _____ End Time: _____
 Date: _____ Start Time: _____ End Time: _____
 Date: _____ Start Time: _____ End Time: _____

Room Use Details

Expected Number of Attendees: _____ Est. Parking needs: _____ (34 parking stalls available, 2 electrical charging stations and 2 handicap spaces)

North City Water District has the following items available for your use. Please indicate which items you will need.

- Chairs (up to 50) 6 ft. Folding Tables (up to 4) Large Conference Table with 8 chairs
 How many _____ How many _____
- Projection Screen Projector TV
- Wi-Fi Access (available but cannot guarantee as service outages do occur)

We will be serving: Food Beverages Alcoholic Beverages (permit required) None
 * Professionally Catered Self-catered Not Applicable

*Equipment to be brought by Organization: _____

Please note: *If your event is professionally catered, or you are bringing in any rental or owned equipment, your organization will need to provide proof of a public liability insurance policy covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence. Certificate must be received two weeks prior to the meeting date.

By signing this agreement, I affirm that I understand and agree to the conditions of the attached North City Water Agreed Conditions for a Public Meeting Room. I also certify that the information given is true and correct and that I am the authorized representative of the organization requesting facility use. Please print and sign

Signature: _____ Date: _____



This page is to be completed by NCWD Staff Only.

Organization Name: _____

Pre – Meeting Verifications – To be completed by NCWD Staff

Proof of Eligibility: Verified Governmental Organization Verified Non-profit Organization
Tax Determination Letter

Alcohol Permit on File: Yes Not Applicable

General Liability Insurance Certificate: (Required if bringing equipment or having event catered) Received N/A

Security Deposit Received: Receipt #: _____ Date: _____

Technology Training Scheduled _____ N/A

After Meeting Check Out List – To be completed by NCWD Staff

Was the room returned to its original condition and damage free? Yes No

If no, please note damages:

Cost of Repair:

Additional Staff Costs Incurred:

Deposit	<u>100.00</u>
Damage/Cost to Repair (minus)	_____
Staff Cost (minus)	_____
Total To Be Refunded	_____
Total Billed	_____

Date Invoice Sent: _____

Security Deposit Refunded: Yes No Date: _____ Check #: _____

Mailed to (including address): _____

Picked Up In person: Date: _____ Signature: _____