



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 to governmental and non-profit organizations free of charge 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.

Hours of Use

The Board Room will be made available between the hours of 8:30AM and 10:00PM (weekdays and weekends) when not being used for District business.

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 to be set up in the room. We also have four 8ft folding tables that can be used for your event. Audio visual or electronic equipment 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.
- A \$50 lost key fee will be charged for lost key cards. (will be deducted from damage deposit if needed)
- 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 damage deposit is received. Credit cards cannot be accepted for deposit 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 Public Meeting Room Agreement form must be completed at least 5 days in advance by contacting 206-362-8100 or downloading the form from the North City Water District web site at www.northcitywater.org.
- The Board Room may not be scheduled more than 12 months in advance.
- There is a limit to no more than 6 meetings per quarter for any organization.
- Approved reservations are accepted on a first come first served basis.
- As a courtesy to staff and to ensure fair availability to all community groups, North City Water District requests organizations notify the North City Water District of cancellations or meeting changes at least 5 business days in advance of the scheduled meeting.
- 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

- Once the application has been approved and the deposit received, the applicant will be notified to pick up the Key Card from the North City Water District Office during normal business hours. (M, T, TH, F 8:00-4:30PM and W 9:00-4:30PM). The Key Card should be placed in the Drop Box by the front door at the conclusion of the meeting.
- If the North City Water District AV equipment is being used, applicants must receive training on its use prior to the meeting. Training shall be scheduled in advance to coincide with the Key Card pick up.

User Responsibilities

- User assumes 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, 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 meeting during normal business hours. The conduct of the meeting will be respectable and well governed.
- Upon completion of the meeting, ensure all doors are closed and locked and the key shall be returned to the drop box by the front door of North City Water District when the meeting is complete.

Note: The key card will be activated for the hours indicated on your Public Meeting Room Use Form. Please allow 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 charge of \$250.00 will be incurred.

- There is no charge for use of the District Facilities. There is a \$100 security deposit due at booking.
- District Facilities will be clean and returned to the original configuration after their use. 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 damages or cleaning no later than 30 days after the date of invoice. User agrees to notify the District Manager or Designee of any accidents immediately.
- User 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. Certificate must be received two weeks prior to meeting date.
- 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 approval of the District Manager and the proper Alcohol Permit on file.
- User is 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.

After the Meeting

- Please return 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 and return the Key Card to the drop box on the front door.
- A \$50 fee will be charge for Key Cards not returned to the District.

Please save these guidelines for your reference.

To complete your room reservation,

1. Please contact Theresa Harrington, Executive Assistant: phone 206-362-8100 or email: theresah@northcitywater.org to check the availability of the dates you desire.
2. Fill out the Facility Use Agreement and submit \$100 security deposit.
 - You may fill out the electronically <http://northcitywater.org/forms/> and email it to contact below. If you submit the form electronically, you will need to mail or deliver the security deposit to the District Office. At this time, we can only accept check or money orders for payment. Cash will be accepted in person at the District Office. Your reservation will not be guaranteed until security deposit is received.
 - You may stop by the District Office at:
1519 177th Street, Shoreline, WA 98155 and obtain a hardcopy 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 Theresa Harrington at theresah@northcitywater.org

Today's Date:

Organizational Information

Name of Requesting Organization:

Organization Mailing Address:

City, State Zip:

Type of Organization: ☐ Non-profit ☐ Government If non-profit, please provide Tax ID #:

Purpose of Meeting:

Person Responsible for Meeting:

E-mail:

Phone Number:

Dates and Times

Start time and end time should include all time needed for set up and clean up. **Please note. Key Card is only valid for the time indicated on this form.** 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 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.

☐ Single Use Request

Date:

Start Time:

End Time:

☐ Multiple Use Request

Organizations are limited to no more than 6 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:

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

☐ Chairs (up to 50)

☐ 6ft. Folding Tables (up to 4)

☐ Large Conference Table with 8 chairs.

☐ 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 meeting date.

By checking this box 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. You may scan signed form and e-mail to theresah@northcitywater.org or bring it to the office.

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

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

Key Card Pick Up Date Arranged

N/A (meeting durring business hours)

Date:

Key Card Picked Up By:

Key Card ID #:

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

Key Card Returned: Yes No N/A

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

If no, please note damages:

Cost of Repair:

Additional Staff Costs Incurred:

Deposit 100.00

Damage/Cost to Repair (minus)

Staff Cost (minus)

Lost Key Fee (minus)

Total To Be Refunded

Total Billed

Date Invoice Sent:

Security Deposit Refunded: Yes No Date: Check #:

☐ Mailed to:

☐ Picked Up In person: Date: Signature: