



MEETING ROOM RESERVATION REQUEST

Meeting Date: _____ # of Attendees: _____ (81 Max)

Meeting Time Start: _____ ☐AM / ☐PM End: _____ ☐AM / ☐PM

Name of Organization: _____

Mailing Address: _____

Telephone Number: _____

Type of Function: _____

Contact Person(s): _____

name	phone	email
_____	_____	_____
_____	_____	_____

District Representative: _____

ACKNOWLEDGEMENT

- I have read the policies and guidelines governing use of the District meeting room (attached)
- A Release of Liability form must be completed and submitted along with this form
- Keys and passcodes will only be given to the "Contact Person" listed on this application
- Keys must be picked up during normal business hours – Mon-Fri: 8:00 AM to 5:00 PM on the day of the meeting or the Friday before weekend use
- Children must always have adequate adult supervision
- Each group is responsible for setting up and putting away tables and chairs and for leaving the facilities clean and in good order
- Light snacks are allowed and must be served in the adjournment room
- Spot checks may be made by District staff during scheduled functions
- The District reserves the right to cancel a reservation if the space is needed for District use
- Advance notification is required if your event has been canceled. Failure to provide notice may result in the loss of future use of the room
- The phone is for local calls only
- The District is a Tobacco Free and Smoke-Free Campus. No Smoking, Vaping, is allowed

By signing and submitting this form, you attest that you are an authorized representative of the organization and that you have read and agree to abide by the policies and guidelines for the use of the District meeting room.

Name(print): _____ Date: _____

Signature: _____

360-993-8847 | uconley@crwwd.com
8000 NE 52nd Court, Vancouver, WA

POLICIES & GUIDELINES FOR MEETING ROOM USE

The Clark Regional Wastewater District meeting room(s) is available for use by the public, community, and non-profit organizations within the greater Clark County/SW Washington Region when a representative of the District is present and in attendance.

The facilities are available without charge to community service groups. This facility is NOT available for parties of any nature, NOR is it available for religious services. Reservations must be made in advance with names, addresses, and telephone numbers of the responsible contact person(s) and or group.

A Release of Liability form must be completed and submitted by each participant in attendance.

The meeting room is NOT available where admission is charged, or a collection taken for:

- 1) the benefit of any political party, or quasi-political movement or candidate; or
- 2) for any lecturer or entertainer; or
- 3) any form of private gain

Responsible political groups are encouraged to use the space for business meetings and for public meetings for the expression of ideas, goals, and points of view in the American tradition.

Facilities are available on a first-come, first-served basis only. Separate reservations must be made for each use, with the frequency of meetings limited by the District. Requests for recurring meetings are subject to approval.

Use of the meeting room will be granted through the responsible contact person for the group who shall be responsible for:

- 1) obtaining the keys
- 2) the condition of the conference room
- 3) monitoring phone use
- 4) locking the outside doors and resetting the alarm, if using after hours
- 5) returning the keys

Keys must be picked up during normal business hours (8:00 AM – 5:00 PM) on the day of the meeting, or the Friday before weekend use. Place the keys in the drop box outside the building before leaving the premises.

Each group shall be held responsible for leaving all areas and equipment clean and in good order.

Any damage to the facilities, furniture or equipment is the responsibility of the user.

All garbage generated must be bagged up and put in the large trash receptacle in the adjournment room.

There is a vacuum cleaner in the adjournment room closet if floor cleanup is necessary.

Users will be charged when any repairs or excessive cleaning are necessary.

Children are **NOT** permitted inside or outside the building without adult supervision.

Alcoholic beverages may **NOT** be served, dancing is **NOT** permitted, and smoking (vaping) is **NOT** allowed on the District campus.

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Only service animals are allowed on the premises.

Only light snacks and/or beverages are allowed and must be served in the adjournment room. No hot meals. Appropriate snacks/beverages include:

- coffee
- canned soda
- bottled water
- cookies
- doughnuts
- bagels
- muffins

The District **DOES NOT** supply the following:

- Audio/Visual equipment
- Flip charts/easels
- Pens/Pencils
- Paper
- Markers
- Coffee maker/filters
- Eating utensils

Signs may not be attached to any District property. Any freestanding signs outside the building must be removed at the conclusion of your event. Attachment of any signs or other material inside the building must be pre-approved by the District and may ONLY BE placed with an approved method of attachment or display.

The District reserves the right to cancel a reservation if the space is needed for District use. However, every effort will be made to give adequate, advance notice.

If the alarm is triggered in error, the group must call the alarm company. The local police department imposes a **\$50.00 fee for false alarms**. The District reserves the right to bill the group responsible for setting off the alarm and not following appropriate procedures.

Violation of these policies governing the use of the Meeting Room, creation of a disturbance, or property damage will result in the cancellation of a group's privilege for further use of the space.