

# CONFERENCE ROOM RESERVATION SHEET CLARK REGIONAL WASTEWATER DISTRICT

Please type or print legibly

Request Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Conference Room Location: 8000 NE 52nd Court, Vancouver, WA 98665

Meeting Date: \_\_\_\_\_ # of Attendees: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

## PLEASE READ THE FOLLOWING GUIDELINES...

- **Keys and password will only be given to the person requesting the use of the conference room \_\_\_\_\_(initial here)**
- **Keys must be picked up during normal business hours – 8:00 AM to 5:00 PM on the day of the meeting or the Friday before weekend use \_\_\_\_\_(initial here)**
  - Children are not permitted inside or outside the building without adequate adult supervision
  - Tables and chairs are available, but each group is responsible for setting them up and putting them away
  - **Only light snacks are allowed and must only be served in the adjournment room \_\_\_\_\_(initial here)**
  - Spot checks are made by CRWWD staff during scheduled functions to ensure proper use of facilities
  - A complete list of policies governing the use of CRWWD Conference Room is attached. **PLEASE BE SURE TO READ THROUGH THEM AND CALL US IF YOU HAVE ANY QUESTIONS \_\_\_\_\_(initial here)**
  - The CRWWD reserves the right to cancel a reservation if the space is needed for its own use
  - Be sure to inform us if your event has been canceled so others may use the room
  - There is a phone in the adjoining Adjournment Room for your convenience **FOR LOCAL CALLS ONLY \_\_\_\_\_(initial here)**
  - **SMOKING IS ALLOWED ON THE BACK PATIO ONLY \_\_\_\_\_(initial here)**
  - **CARPOOLING IS HIGHLY RECOMMENDED AS PUBLIC PARKING IS VERY LIMITED \_\_\_\_\_(initial here)**
- **CRWWD Conference Room has been constructed to comply with the Americans with Disabilities Act.**

Clark Regional Wastewater District

Phone Number (360) 750-5876 Fax Number (360) 750-7570

**GUIDELINES FOR CLARK REGIONAL WASTEWATER DISTRICT CONFERENCE ROOM:**

The Clark Regional Wastewater District Conference Room and its facilities are available for use of public, community and non-profit organizations of Clark County, whenever it is not in use by the District. To ensure maximum benefits for the community, the following policies have been established:

The facilities are available without charge to responsible community service groups for special events only. These facilities are NOT available for parties of any nature, NOR is it available for religious services. Reservations must be made in advance with name, address and telephone number of the responsible contact person and group.

The Conference Room is NOT available where admission is charged or a collection taken for: 1) the benefit of any political party, political or quasi-political movement or candidate; or 2) for any lecturer or entertainer; or 3) any form of private gain. On the other hand, 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.

The District will be requiring insurance binders for use of the building. The District may be able to obtain these through its carrier. You will be notified of this change in the near future.

Use of the Conference Room will be granted through a representative of 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; and 5) returning the keys. Keys may be picked up during normal business hours - 8:00 AM – 5:00 PM weekdays 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, AND FOR ANY DAMAGES TO THE ROOMS, EQUIPMENT OR FACILITIES. ALL GARBAGE GENERATED BY YOUR GROUP 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 CLEAN UP IS NECESSARY. A CHARGE WILL BE MADE WHEN REPAIRS OR EXCESSIVE CLEANING ARE NECESSARY.

\_\_\_\_\_ (initial here)

Maximum capacity of the room is 81 persons.

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

Alcoholic beverages may **NOT** be served, dancing is **NOT** permitted, and smoking is **NOT** allowed in District Conference rooms. No animals are allowed on the premises.

**Only light snacks/beverages are allowed and must be served in the adjournment room. No hot meals. Appropriate snacks/beverages are as follows: coffee, canned soda, water, cookies, doughnuts, bagels or muffins. There is no access to the employee kitchen.**

**In consideration of walk-in traffic, smoking is allowed on the back patio only, please use the ashtray that is there for your convenience.**

Signs may not be attached to the outside of 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 with approved method of attachment or display.

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

When the alarm is triggered by mistake, 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 Conference Room, creation of a disturbance, or property damage will cause cancellation of a group's privilege for further use of this space.

### **ADDENDUM FOR CONFERENCE ROOM USE**

The District can supply the visiting group/organization with the following:

- A flip chart easel is available, upon request; you must supply your own charts
- Overhead projector is available, *with prior notification*
- Copies can be made, during normal business hours, although there is a fee of \$.15 per copy

Clark Regional Wastewater District **DOES NOT** supply the following: \_\_\_\_\_(initial here)

- Pens/Pencils
- Paper or markers for the flip charts
- Coffee maker/filters
- Eating utensils