



**SUBJECT: MEETING ROOM USE**

**POLICY:** Under certain restrictions and in compliance with all applicable legal regulations, Department meeting rooms may be made available for public use when such utilization will not conflict with Department operations.

**PURPOSE:** To set guidelines for the use of the Department's meeting rooms for the benefit of the Department and the community it serves.

**SCOPE:** Non-profit groups operating within Department boundaries and certain public safety agency partners of the Department who wish to utilize the Department's meeting rooms.

**DEFINITION:** *Guest organization(s):* Any non- Department agency or organization that may use Department meeting rooms.  
*Event:* any public social gathering or activity (meeting, training, etc).

**REFERENCE:** *Facility Use Form 550.10.02*

**PROCEDURE: Meeting Rooms**

The Department has meeting rooms available at the following locations:

Administrative Station 2-1  
911 N 65<sup>th</sup> Avenue  
Ridgefield, WA 98642  
360/ 887.4609

La Center Station 2-3  
414 E Cedar Ave  
La Center, WA 98629  
360/ 263.5500

Dollar's Corner Station 2-6  
21609 NE 72<sup>nd</sup> Avenue  
Battle Ground, WA 98604  
360/ 687.4535

Public Use Capacity 40

Public Use Capacity 24

Public Use Capacity 60

### **Scheduling**

Requests for use of Department meeting rooms by guest organizations shall be in writing on *Facility Use Form No. 550.10.02*. All meeting room scheduling is to be coordinated through either the administrative office. Requests will be reviewed in order received and on a case by case basis. Approval will not be granted for any event that may interfere with Department operations.

Reservations for regular, recurring monthly events are limited to no more than three (3) occurrences. Regular, recurring weekly events will not be approved. Department functions pre-empt all other usage. The Department reserves the right to cancel a reservation if the room is needed for its own use. Every effort will be made to give adequate advance notice. Refund of any deposits or pre-paid fees will be dispersed within three (3) business days.

Events may begin no earlier than 8 a.m. and will be concluded and the facility secured and vacated by 10 p.m. A usage fee shall be assessed for events lasting four (4) hours or more. Exceptions to these conditions



may apply and will be reviewed by the Chief or their designee on a case by case basis. Such approval will be in writing.

### **Activities Allowed**

The Department's meeting rooms are only available for open, public events or partner agency training or public meetings. To be eligible for approval, meetings must be **non-profit, non-political, and non-religious** in nature and must be deemed appropriate in use and in the best interest of the Department and the local community. A full description of intended use shall be clearly stated on *Facility Use Form No. 550.10.02*. The Department reserves the right of final determination of the "appropriate use" concept.

Use of the facility is restricted to the meeting room, public restrooms, the parking lot, entrance, and lobby (i.e. guests shall not roam the facility without the guidance of Department personnel and minors are not permitted on the premises without parental (or their designee's) supervision at all times.

Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the guest organization. Failure to effectively manage this kind of behavior will result in loss of privileges.

Pets are not permitted in any Department facility with the exception of guide or assistance animals required by individuals with special needs.

### **Equipment**

Department supplies and equipment (i.e. office supplies, copiers, printers, computers, audio visual projectors, etc) shall not be used for purposes not directly related to Department business. Exceptions may apply and will be reviewed by the Chief or their designee on a case by case basis. A usage fee may be assessed. Such approval will be in writing.

Guest organizations are free to use their own materials, equipment, or furnishings, but are required to deliver and remove all such items at their own expense without damage to the facility or interference with Department operations. Resources are not available for the storage of guest organization materials, equipment, or furnishings. Items left behind will be properly disposed of and may result in the assessment of a removal fee.

### **Food and Beverages**

Guest organizations may not serve meals or snacks in Department facilities, though consumption of bottled water and other non-alcoholic beverages in closed containers is allowed. Exceptions will be reviewed by the Chief or his designee on a case by case basis. Such approval will be in writing.



Coffee/tea service and bottled water is available for a fee. This service is *only* available at Administrative Station 21. Requests for beverage service shall be noted on *Facility Use Form No. 550.10.02*. Beverage service requests for meetings already scheduled require at least two business day's notice prior to the event. Coffee service may not be available on weekends or evenings due to staffing availability and requests for said times will be reviewed on a case by case basis. Guest organizations will be advised of the availability of service at the time of confirmation of the meeting room reservation. Services may be invoiced, pre-paid, or payable at the conclusion of the meeting as agreed to between the organization contact and the Department at the time of reservation. Consumption of alcoholic beverages is strictly prohibited on Department properties.

Parking shall be restricted to non-reserved or specifically identified public parking areas only. Limited parking spaces are available at the Administrative Station 21 on N 65<sup>th</sup> Avenue in Ridgefield. Groups of 15 or more are encouraged to car pool from alternate locations. Please note: a Park-n-Ride lot is conveniently located at the junction of N 65<sup>th</sup> Avenue and Pioneer Street.

#### **Responsibility/Damages**

Guest organizations applying to use the facility shall appoint a contact person who shall complete *Facility Use Agreement Form No. 550.10.02*. This individual or their designee shall be present during usage and assume responsibility for compliance of the policy guidelines and any damage to the facility, grounds, or equipment as a result of the guest organization's use of the facility.

Tables and chairs may be rearranged to meet the needs of the group, but the facility shall be in the same condition and returned to order before the guest organization vacates the premises. Tables, chairs, or other items shall be returned to their original location. If reasonable in volume, garbage may be disposed of in Department receptacles. Any large amounts of garbage or other debris must be removed from the premises by, or at the expense of, the guest organization.

If facility use results in damage or the building is left in unsatisfactory condition, the contact person or guest organization may be invoiced for the cost of repair or replacement of damaged items and/or cleaning of the facility. The group may further be denied use of the facility on a temporary or permanent basis. Cleaning fees are \$25 per hour with a one hour minimum charge.

#### **Other**

***Consumption of alcohol, use of tobacco products, or use of narcotics is strictly prohibited on Department properties.***

***Any violation of these policies may cause revocation of the guest organization's privilege to use Department facilities.***