

## Santa Margarita Community Room Information Sheet

### About the Room

- The usable floor space is approximately 24 by 48 feet. Furnished with rolling tables and chairs that can be configured to your meeting needs. The user is responsible for set-up.
- Counter area with sink.
- Audio-visual equipment is available for use. Specific instructions for use are provided onsite. If training is needed, schedule in advance with District staff.
- Electrical outlets are provided throughout the room.
- Wireless Internet is available.
- For meetings starting after 5:00 p.m., the meeting coordinator will need to pick up an access card at the District Office between 8 a.m. and 5 p.m. the day of the meeting and place the key in the drop box in the upper parking lot when finished.

### Guidelines For Use

- The Community Room located downstairs at the Scotts Valley Water District Offices, 2 Civic Center Drive, Scotts Valley is available for use by local community and non-profit groups Monday through Thursdays from 8 AM to 10 PM except on District holidays.
- Reservations are limited to 2 times per month and can be made up to six months in advance.
- Priority of use is: 1. Board of Directors; 2. District activities; 3. Local groups.
- Reservations must be submitted at least five (5) days prior to scheduled use.
- There is no fee for use.
- All meetings must be open to the public and be free of charge
- No tape will be used on any walls or window surfaces.
- No business promotion, sales or solicitations may occur.
- The District will not provide supplies, messaging, or support services.
- District staff may enter the room at any time during a scheduled event.
- The meeting coordinator is responsible for seeing that the room is left in a clean and orderly condition.
- For afterhours use, the user is responsible for picking up an access card on the day of the meeting.