

SANTA MARGARITA COMMUNITY ROOM



SANTA MARGARITA COMMUNITY ROOM USE APPLICATION

The primary purpose of the Santa Margarita Community Room (Community Room) is in support of Scotts Valley Water District meetings and activities. The District makes the Community Room available for use by community and non-profit groups for meetings and programs of an informational, educational or civic nature, provided that such use does not interfere with the functions of the District. The Community Room is located downstairs at the Scotts Valley Water District Offices, 2 Civic Center Drive Scotts Valley. It is available for use all days of the week from 7:00 a.m. to 10:00 p.m. Business promotion, sales, or solicitations are prohibited while using the room. All meetings will be open to the public. A completed Community Room Use Application must be submitted five (5) days prior to scheduled use. The Community Room will not be scheduled without a completed application form and may not be used without approval by the District.

Meeting Coordinator: _____

Name of Organization: _____

Telephone: _____ Email Address: _____

Type of Activity/Purpose: _____

Date(s) of Use: _____

Start Time: _____ End Time: _____ Number of Attendees: _____

The applicant hereby agrees to indemnify, release and hold harmless the Scotts Valley Water District (SVWD) and any and all of its agents from any and all claims which in any manner may arise out of or relate to applicant's use of the premises, including any and all costs and expenses, including reasonable legal expenses, incurred by or on behalf of SVWD in connection with such claims.

The applicant hereby agrees that it will always fully comply with the guidelines for use of the Santa Margarita Community Room. As the applicant, I certify that I will be responsible for any damages or theft sustained to the District (premises, furniture, and equipment) because of the occupancy of said premises by the applicant.

Applicant's Signature: _____ Date: _____

By checking this box I acknowledge that the District does not provide after-hour support for lock-outs of the Community Room.

SANTA MARGARITA COMMUNITY ROOM GUIDELINES

- The Santa Margarita Meeting Room is designated primarily to meet the operational needs of the Scotts Valley Water District. When a scheduling conflict exists, priority is given to Scotts Valley Water District activities. The District retains the right to cancel any reservation due to unforeseen circumstances.
- There is no fee for use of the Community Room.
- No business promotion, sales or solicitations may occur while using the Community Room.
- No pets are allowed in the Community Room. Service Animals are allowed with prior submission of documentation to District personnel verifying legitimacy of certification.
- All meetings are open to the public.
- Groups shall comply with the Americans Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
- The room is furnished with rolling tables and chairs that may be configured to your meeting. You are responsible for set-up.
- Audio visual equipment is available for use. Specific instructions for use are provided onsite. If training is necessary, it must be scheduled in advance at the convenience of District staff.
- If you wish to connect your laptop/device, you are responsible for setup. No support will be offered by District staff. Keep in mind that not all laptops/devices will be compatible with the District resources. It is highly recommended that you bring a copy your presentation on a USB drive.
- No audio visual or electrical equipment will be disconnected or removed from the room or its component stand or bin.
- Meeting coordinator should inform participants that SVWD will not provide message services. No support services or supplies will be provided.
- SVWD uses an access card system for entry into the Community Room after normal business hours. An access card can be picked up at the SVWD Customer Service counter between 8:00 a.m. and 5:00 p.m.
- All entry/exit doors must be secured, locked, and the access card returned to SVWD Customer Service Counter. If after 5:00 p.m., place the key in the drop box in the upper parking lot.
- After-hours support for lockouts or access issues will not be provided by the District.
- All property of the user must promptly be removed after use.
- Storage is not available in the Community Room or on the grounds for equipment before or after the event. No exceptions will be allowed.
- The meeting coordinator is responsible for ensuring that the room is left in a clean and orderly condition.