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Southwest Suburban Sewer District

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Southwest Suburban Sewer District

Meeting Room Use Policy

Southwest Suburban Sewer District offers its Meeting Room to District customers that meet the conditions described within the “Meeting Room Use Policy”.

Who May Use the Meeting Room?

- The User must be a customer of Southwest Suburban Sewer District. As used in this policy, the term “customer” means the owner or tenant of a property served by the District, including their family members.
- The User must provide their own General Liability Insurance. (See below for details.)
- Non-profit, civic, community, cultural and educational activities & organizations.

Hours of Use

- When not being used for District business, the Meeting Room will be made available between the hours of 5:00 p.m. and 9:00 p.m. (weekdays only). If the District needs to use the room when you have it reserved, we will do our best to provide you with a minimum 24 hour notice.

Room Description, Capacity and Parking

- The District will allow a maximum capacity of 30 persons. You may not exceed the maximum capacity. The Meeting Room is furnished with tables and chairs. We also have two additional folding tables in the storage closet that may be used for your event.
- The District parking lot has 20 vehicle parking spaces. Vehicles may not be parked in identified fire lanes, or parked in a way to block District gate access. In addition, you may not park at adjacent businesses without their written permission.

Deposit for Use

- A \$250.00 refundable damage deposit is required. A \$30.00 key card fee will be charged for lost or damaged key cards. If necessary, the key card fee will be deducted from the damage deposit.

- A **\$150.00** fee will be charged if the building is not properly secured at the end of the meeting and an “On-Call” employee is required to secure the building properly. (Will be deducted from damage deposit if needed.)
- Additional charges may be applied if any damage, additional cleaning, or staff time is necessary after the meeting ends.
- The Meeting Room is not considered reserved until the damage deposit is received. Credit cards cannot be accepted for deposit. You may pay with cash, check, or money order made payable to Southwest Suburban Sewer District, or SWSSD.

To Reserve the District Meeting Room

- A Meeting Room Usage Agreement form must be completed at least 5 business days in advance by contacting (206) 244-9575 or downloading the form from the District website at www.SWSSD.com.
- The Meeting Room may not be scheduled more than 6 months in advance.
- There is a limit of no more than 4 meetings per month and 1 meeting per week for any organization.
- Approved reservations are accepted on a first come, first serve basis.
- As a courtesy to staff and to ensure fair availability to all community groups, the District requests organizations to notify the District of cancellations of meeting changes at least prior to 4:00 p.m. the day of the scheduled meeting. Failing to properly notify the District will result in a fee of **\$50.00**.
- The District reserves the right to deny or cancel the use of its Meeting Room for District business, or when it is deemed that persons or property might be endangered, and/or when the activity in anyway might be prejudicial to, or not in the best interest of Southwest Suburban Sewer District.

After your Reservation

- Once the application has been approved and the deposit has been received, the User will be notified to pick up the key card from the SWSSD Office between the hours 7:30 a.m. to 4:00 p.m. You will need to contact the District at (206) 244-9575 to set up an appointment for key card training and a walk through of the facility and discussion on District expectations and procedures. This will take approximately 30 minutes.
- Key card must be placed in the Drop Box by the front door at the conclusion of the meeting.

User Responsibility

- User assumes responsibility for protection of District property and equipment, and shall provide sufficient supervision or security to protect District facilities and all attending persons. A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- Upon completion of the meeting, ensure all doors and windows are closed and locked and the key card shall be returned to the drop box by the front door of the District Office. If the user is approved for multiple meetings, the key must be returned just after the agreed upon last meeting.
- If the key card is lost, User must immediately notify the District.
- **Note:** **The key card will be activated for the hours, dates and duration indicated on your Public Meeting Room Use Form. Please allow time for set up and clean up. If access is required outside of the time indicated, and a District employee is needed to come in to the building, a charge of **\$150.00** will be incurred.**

- There is a \$250.00 security deposit due at the booking.
- The Meeting Room will be cleaned and returned to the original configuration and use. The user is responsible for paying for any damage to the Meeting Room, equipment and other District facilities or property, cleaning, and any and all expenses incurred by the District arising out of or related to user's use of or presence on District property, included, but not limited to cleaning, repairs, replacement and/or legal and collection costs. User agrees to pay for any damages or cleaning no later than 30 days after the date of the invoice. User agrees to notify the District Manager or Designee of any accidents immediately.
- User shall immediately notify the police and/or fire department if warranted by the events or circumstances.
- User shall not violate requirements of the Uniform Fire Code; exceed the occupancy limit; allow the use of open flames on District premises; or block access road. Failure to comply with these requirements will result in immediate cancellation of the User's meeting(s).
- User understands that the District Manager may deny the User future use of the District Meeting Room and facilities for any failure to abide by these terms and conditions.

Insurance Requirements

- The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the use of the premises.
- User shall provide a certificate of insurance evidencing:
- General Liability insurance covering premise, products-completed operations and contractual liability. The District shall be named as an additional insured on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than \$300,000.00 each occurrence, \$300,000.00 general aggregate.
- The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect to the District. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the User's insurance and shall not contribute with it.
- The User shall provide a certificate of insurance evidencing the required insurance before using the meeting room and facilities. Additionally, the certificate of insurance must cover through the duration of the Use Agreement.

Prohibited Activities

- Use of District media equipment, copier, phone and internet access.
- Political activities for any federal elective offices and state and local elective offices and ballot measures.
- Gambling or games of any type.
- Any type of business activity.
- Charging a fee for profit or a fee for entry.
- Possession and use of illegal drugs.
- Possession of firearms, except for law enforcement officers.
- Smoking, including e-cigarettes or vaping.
- Any type of arts or crafts activities.
- Use of the District's kitchen or kitchenette.

Food and Beverage

- Food or beverages (other than water) shall not be consumed in the meeting room.
- Alcohol is **not** allowed on the premises.

After the Meeting

- Please return room to the condition and configuration it was when you arrived. Stack chairs on chair rack.
- Please be sure to turn off lights.
- Please be sure all doors and windows are closed and locked and return the Key Card to the drop box at the front door.
- Please be sure to set the alarm for the meeting room exterior door.

Please save these guidelines for your reference.

To complete your reservation,

1. Please contact Beverly Giddings, Customer Service: phone (206) 244-9575 or email at Beverly.giddings@swssd.com to check availability of the dates you wish to rent the room.
2. Fill out the District Meeting Room Use Agreement and submit the **\$250.00** security deposit.
 - You may download and fill out the District Meeting Room Use Agreement at www.SWSSD.com and email it to the contact below. If you submit the form via email, you will need to mail or deliver the security deposit to the District Office. At this time, we can only accept cash, checks and money orders for payment. Cash must be paid in person at the District Office. Your reservation will not be guaranteed until your security deposit is received.
 - You may stop by the District Office at:
**17840 Des Moines Memorial Drive South
Burien, WA 98148**
 - By signing the District Meeting Room Use Agreement, you agree to the terms and conditions outlined in these guidelines.
3. Include proof of Insurance with completed Meeting Room Use Application.

If you have any questions, please contact Beverly Giddings at Beverly.giddings@swssd.com or (206) 244-9575.