



City of Stanwood Community Meeting Room Policy

1. The City offers the use of its certain public meeting rooms to the community for non-commercial use:

As an extension of its mission to serve the community, the City welcomes the community's non-commercial use of its meeting rooms for educational, cultural, intellectual, recreational, civic, governmental, social, political, or charitable meetings, workshops, lectures, entertainment, and other uses pertaining to the welfare of the community. Use of the meeting room is limited to noncommercial organizations.

2. Community Room use is made available on an equitable basis:

Space is made available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

3. The City does not endorse the activities or viewpoints of those using its Community Rooms:

Publicity for meetings or programs being held in city meeting rooms will clearly state the City does not endorse the activities or viewpoints of the groups presenting the event. If the City sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.

4. City sponsored or cosponsored meetings or programs have priority on Community Rooms availability:

The remaining Community Room space is made available on a first-come, first-served basis.

5. The City charges fees for the use of its Community Rooms:

The City may charge a deposit or rental fee for the use of its community rooms. City staff will determine the appropriate rate based on a rate schedule adopted by the City Council after consultation with the group or individual requesting a reservation.

6. The City requires completed registration before Community Room use:

Registration includes a signed agreement on forms to be provided by the City that the group will abide by all City policies and procedures.



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Use of Community Rooms

The city offers its community rooms for non-commercial use only.

Non- Commercial use is defined as groups or individuals that receive no commercial benefit by using a Community Room. Meetings or programs must not require payment to enter, but passive solicitation of donations and fund-raising activities for non-profit groups are acceptable. Meetings or programs do not have to be open to the public.

Commercial use is defined as groups or individuals that receive a commercial benefit by using a Community Room. This may include active solicitation of donations, charging admission fees, offering money-making activities or promoting a commercial business. Meetings or programs do not have to be open to the public.

The use of community meeting rooms may not be used to further the election or defeat of any candidate for public office or to support or oppose any ballot proposition.

Reservations

- You must be 18 years old to reserve a room.
- Reservations are not valid until payment is received and/or the Community Room Registration form has been approved.
- Rentals will be on a first come first serve basis with a maximum of one-year advance reservations. No City facility may be rented by the same individual, group or entity or individual who is a member of such group or entity more than twelve (12) times in any calendar year.
- You can reserve a room in one of the following ways:

Phone:

360-629-2181

Monday - Friday, 10 a.m. - 4 p.m.

In Person:

At City Hall, 10220 270th Street NW.

Monday - Friday, 10 a.m. - 4 p.m.

Using the Community Rooms

- Meeting rooms are generally available for use Monday through Friday 9am to 5pm. The Stanwood library meeting room is available Monday through Friday 9am to 9pm.
- Users are responsible for room set-up and take-down. Rooms must be left in their original configuration. If the room is left disarranged, there will be a charge of an extra half hour of the community room fees.



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- Food and beverages are welcome. Meeting room users must furnish their own dishes, utensils, paper products, and kitchen equipment, and remove them at the conclusion of the meeting. Trash should be properly disposed of in the receptacles provided and the kitchen left clean. Users are responsible for the care and condition of any equipment being used and must clean all equipment used.
- If the City sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.
- No activity may be undertaken in the community meeting rooms that disrupt the normal operation or use of the facility, such as activities that involve disruptive levels of noise, odors, etc.
- City of Stanwood indoor facilities are smoke and tobacco free. No alcoholic beverages, tobacco, or drugs shall be allowed.
- Use of candles or any other type of open flame is not allowed.
- Audiovisual (AV) equipment may be available upon request at Fire Station 99. Other meeting rooms do not have AV equipment available. Items and equipment may not be stored in the meeting room.
- All community meeting room users must complete a City of Stanwood / Library Community Meeting Room Registration form agreement and permission must be granted by the public works director or designee.
- Users agree to be responsible for compliance with all federal, state and local laws, rules and regulations in regards to activities conducted, sponsored on or about the facility. Users understand the city may not discriminate nor endorse discrimination in the use of its facilities. Users must agree not to discriminate against any person on the grounds of race, religion, creed, color, national origin, sexual orientation, marital status, disability, age or other basis governed by state or federal law in the conduct of its activities while on or about the facility.
- Individuals or groups who complete the Community Room Registration agreement form agree to pay for damages to the facility and/or loss of city property within the facility resulting from the user's negligence.
- Organizations that engage in severe or repeated violations of meeting room policies, library regulations, or civil laws shall be banned from further use of the community meeting room.

INSURANCE & LIABILITY

Users planning high risk activities, as determined solely by the public works director, will be required to provide proof of general liability insurance and must acknowledge responsibility that they will hold the City harmless from any and all claims by any person(s) arising from use of the facility and anticipation in the host's planned activities.



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When insurance is required, the applicant has **three options**:

1. Purchase insurance through One Beacon Entertainment, or similar insurer, at <http://www.onebeaconentertainment.com>
2. Purchase private insurance.
3. In the case of contracting with a vendor, securing insurance through the vendor.

All groups who provide insurance shall provide the City with a certificate of insurance naming the City, its officers, agents, employees and elected officials as additional insureds as respects the use of the City facility. The insurance limits and coverages shall be as required by the City.

Payment

- Payment of any rental fees and/or damage deposit, as determined solely by the public works director, must be received 5 days prior to the reservation date (unless other arrangements have been made). If payment is not received, the room will be open to other reservations.
- If reservations are made with less than 5 days notice, payment will be made on the day of the meeting (unless other arrangements have been made).
- Same day use may be possible if rooms are available. Groups or individuals will complete the Community Room Registration form and pay any fees before the room is used.
- Payment of fees may be made in cash, check, money order or credit card and be paid at City Hall during business hours.
- Room preparation time by users is part of the paid time and is charged at the hourly rate.
- The public works director will determine the appropriate rate based on a schedule of fees adopted by the City Council.

Cancellation

- Cancellation of community room reservations are made to the public works director or designee

No room fees will be charged if cancellations are made with at least five calendar days' notice.

- Cancellations made with less than five days' notice will be charged for one hour's room fee.
- No-shows will be charged full cost of the room fees.