

**COMMUNITY SERVICES BUILDING  
MEETING ROOMS – USE POLICY AND AGREEMENT**

Group Name: _____
Address: _____ Email: _____
Contact Person: _____ Phone: _____
Date Requested: _____ Time: From _____ To _____

The Kirkwood Meadows Public Utility District (District) offers meeting space for small and larger groups. The Conference Room can accommodate 8-10 people, and the Board Room can seat up to 60. Meeting space is available for use by customers, community groups and local, state and federal government agencies, subject to the following terms:

1. All requests for use of the Community Services Building meeting rooms must be made to the District with the above information filled out. Reservations can be made in person at the District offices on second floor of the Community Services Building, by emailing [info@kmpud.com](mailto:info@kmpud.com), or by calling (209) 258-4444. Cancellations should be made as soon as possible, but at least seven days before the scheduled meeting.
2. The physical address of the Kirkwood Community Services Building is 33540 Loop Road Kirkwood, CA. 95646. A location map is available upon request.
3. The District has 60 chairs and 5 tables for use within the Board Room. Also available is a TV with video connectors for use with the Group's laptop and a public Wi-Fi connection. Use of District computers is not allowed, and no IT support will be provided.
4. The room shall be used for community meetings, business meetings and classes only. Use of the meeting room for social events is prohibited.
5. Local, state and federal government agencies may use the meeting room free of charge. All other groups will be charged a \$100.00 refundable Security Deposit, payable at the time of booking, and a \$25.00 set-up/clean fee for up to eight hours of use.
6. Food preparation is not allowed, however typical meeting food (donuts, muffins, bagels) are acceptable. Coffee and supplies are not provided by the District. Trash should be deposited in trash or recycling cans. Excess trash or recycling should be transported to the dumpsters located on Loop Road.
7. No smoking is allowed, and no alcoholic beverages may be served in the meeting room.

8. The room shall be returned to original condition at the end of the meeting. Secure all windows and turn off lights. Restore all furniture and equipment to their original locations and provide general cleanup of the meeting room. Costs for any additional cleanup or damage will be deducted from the user's Security Deposit.
9. The undersigned understands that they are responsible for all damage that may be caused during the use of the meeting room, even if such damage is determined by the District to be more than the Security Deposit.
10. The District will be held harmless from all liability claims that may occur during the use of the meeting room because of the activities of the Group.
11. The District is not responsible for any lost or stolen items. The undersigned agrees to remove all personal belongings from the meeting room immediately after the use has been concluded.
12. Regular District office hours are Monday-Friday, 8:00am-4:30pm. District offices are closed for holidays. For meetings outside of regular District office hours, a KMPUD staff member is required to host the meeting. This includes any meeting that starts or ends outside of regular office hours. Meetings scheduled outside of regular office hours are subject to staff availability and are subject to an extra fee to cover staff time.
13. District Board meetings take precedence over all reservations and notice will be given as soon as possible in the event of a conflict.
14. I have read the Kirkwood Community Services Building Meeting Room Use Policy and Agreement and agree to abide by the conditions set forth.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

*The Kirkwood Meadows Public Utility District is an Equal Opportunity Provider and Employer.*

**FOR OFFICE USE ONLY**

Meeting Room (Board or Conference): \_\_\_\_\_

After Business Hours (Y/N): \_\_\_\_\_ Staff Host Assigned: \_\_\_\_\_

Security Deposit Received or On File: \_\_\_\_\_

Reservation Approved By: \_\_\_\_\_