

KIRKWOOD MEADOWS PUBLIC UTILITY DISTRICT

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

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

The Kirkwood Meadows Public Utility District (District) offers meeting space for small and larger groups with availability determined by the District. The Conference Room can accommodate 8-10 people and the Board Room can seat up to 60. The rooms are available during normal District office hours Monday-Friday, from 8:00 AM to 4:30 PM. For security and safety reasons. The meeting spaces are not available during weekends or holidays.

1. All requests for use of the Community Services Building meeting room must be made to the District with the above information filled out. Reservations can be made i by calling (209) 258-4444 or email to info@kmpud.com . 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.
3. The District has approximately 60 chairs and 5 tables for use within the Board Room. There is a conference phone in each meeting room; long-distance calling is not allowed, however the conference phone may be used for participants to call in, provided the Group uses their own conference line account.
4. Local, state, and federal government agencies may use the meeting room free of charge. All other groups will be charged a \$50.00 set-up/tear-down fee for up to eight hours of use.
5. The District does not have a cleaning service, therefore each Group will be required to contract with a licensed and insured professional cleaner to perform a basic cleaning of the room within one week of use. Basic cleaning shall consist of trash removal, vacuuming, and cleaning of surfaces. Costs for any additional cleanup or damage will be deducted from the user's deposit.
6. A \$100.00 refundable Security Deposit will be required at the time of booking. The room shall be used for business meetings and classes only. Use of the meeting room for social events is prohibited.

7. Food preparation is not allowed, however pre-packaged food and drinks may be provided by the Group
8. No smoking is allowed, and no alcoholic beverages may be served in the meeting room.
9. Do not adjust thermostats. Secure all windows and turn off lights.
10. 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.
11. 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. Proof of additional liability insurance with the District named as additional insured may be required.
12. 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 concluded.
13. District 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 _____

FOR OFFICE USE ONLY

Meeting Room (Conference or Board) :

Reserve Date: _____

Hours _____

Room Charge _____ Deposit _____

Reservation Taken By: _____

Check # _____ Date _____