



## **BOARD POLICY: USE OF NMWD MEETING ROOM / CONDITIONS OF USE**

**BOARD POLICY NUMBER: 38**

**Original Date: 1992**  
**Last Reviewed: June 2013**  
**Last Revised: March 2007**

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### Qualifications/Groups Eligible

Non-profit organizations located within NMWD's service territory are eligible to use NMWD's meeting room. Deposits and charges must be paid before an application will be considered. Applications are subject to approval by North Marin Water District's Board of Directors. All deposits and charges are refundable if the application is not approved by the District Board.

### Service of Food and Beverages

Food and beverages may be brought in. Use of the sink is permitted. Appliances and utensils must be provided by the organization. No cooking will be permitted but a plug in coffee (or hot water) pot may be used. No alcoholic beverages are permitted.

### Clean up

After use the organization is responsible to return the room to the condition in which it was found. District cost incurred in cleaning the meeting room after use by the organization will be deducted from the deposit.

### Capacity of Meeting Room

Seating is available for 20. The maximum allowable capacity is 48.

### Deposit and Charges

**Cleaning/Key Deposit** - \$100 - refundable upon return of key and satisfactory condition of the room as determined by the District. The key must not be duplicated.

**User Charge** - \$5 per meeting - not refundable.

**Liability Insurance Charge** - to be determined on a case-by-case basis. Liability insurance is required and is available at reasonable cost through the District. Premiums are based upon the group size and the frequency of events. The liability insurance premium is not refundable. Government agencies may provide liability coverage naming the District as additional insured. Acceptance of such government agency coverage is at the discretion of the District and will be reviewed on a case-by-case basis.

### Hold Harmless/Indemnity Agreement

The applicant agrees to be responsible for any and all loss, accidents, injury or damage to persons or property which result from use of the NMWD meeting room. The applicant shall defend and indemnify North Marin Water District and save it harmless in every way from claims, suits, or actions at law arising from damage or injury to persons or property that may be occasioned in any way because of use of the NMWD meeting room.

### Cancellations

The cleaning/key deposit will be returned upon cancellation. The liability insurance premium and the user charge are non-refundable.

### No Smoking Policy

Smoking is not allowed within the building or within 20 feet from any open door, window or intake ventilation duct.

### Animals

Animals, reptiles or birds are not allowed on the premises except for service animals.

Revised: 03/07