

SANTA MARGARITA COMMUNITY ROOM



SANTA MARGARITA COMMUNITY ROOM USE APPLICATION

The Santa Margarita Community Room (Community Room) is available for local not-for-profit groups Monday through Friday from 8:00 a.m. to 10:00 p.m. for meetings and programs of an informational, educational or civic nature. No business promotion, sales or solicitations may occur while using the room. All meetings must be open to the public. A completed Community Room Use Application must be submitted five (5) days prior to scheduled use.

Meeting Coordinator _____

Name of Organization _____

Mailing Address _____

Telephone _____ Email Address _____

Type of Activity/Purpose _____

Date(s) of Use _____

Start Time _____ End Time _____ Number of Attendees _____

The applicant hereby agrees to indemnify, release and hold harmless the Scotts Valley Water District (SVWD) and any and all of its agents from any and all claims which in any manner may arise out of or relate to applicant's use of the premises, including any and all costs and expenses, including reasonable legal expenses, incurred by or on behalf of SVWD in connection with such claims.

The applicant hereby agrees that it will at all times fully comply with the guidelines for use of the Santa Margarita Community Room. As applicant, I certify that I will be responsible for any damages or theft sustained to the District (premises, furniture, and equipment) because of the occupancy of said premises by applicant.

Applicant's Signature: _____ Date: _____

Staff Use:

Approved Declined Entered on Outlook Community Room Calendar Initials _____

SANTA MARGARITA COMMUNITY ROOM INFORMATION AND GUIDELINES

- The Santa Margarita Community Room (Community Room) located downstairs at the SVWD Offices 2 Civic Center Drive Scotts Valley is available for use by local non-profit groups on weekdays from 8 a.m. to 10 p.m.
- Priority of use is: 1. Board of Directors; 2. District activities; 3. local non-profit groups.
- A Community Room Use Application must be submitted five (5) days prior to scheduled use.
- There is no fee for use of the Community Room.
- No business promotion, sales or solicitations may occur while using the Community Room.
- All meetings must be open to the public.
- No advertising will be exhibited and no solicitations or sales made on the premises.
- Authorized representatives of the District shall have the right to enter the room at any time during a scheduled event.
- The usable floor space is approximately 24' by 32' and it is furnished with rolling tables and chairs that can be configured to your meeting. You are responsible for set-up.
- Wireless Internet is available: SVWD-GUEST (password fox2fire)
- An audio visual projection and public address system is available for use. Specific instructions for use are provided onsite. If training is necessary it must be scheduled in advance at the convenience of District staff.
- If you wish to connect your laptop/device, you are responsible for setup. No support will be offered by District staff. Keep in mind that not all laptops/devices will be compatible with the District resources. It is highly recommended that you bring a copy your presentation on USB drive.
- No audio visual or electrical equipment will be disconnected or removed from the room or its component stand or bin.
- Electrical outlets are provided throughout the room.
- Meeting coordinator should inform participants that SVWD will not provide message services. No support services or supplies will be provided. Meeting coordinator is responsible to see that the room is left in a clean and orderly condition.
- SVWD uses an access card system for entry into the Community Room. An access card can be picked up at the SVWD Customer Service counter between 8:00 a.m. and 5:00 p.m.
- All entry/exit doors must be secured, locked and the access card returned to SVWD Customer Service Counter. If after 5:00 p.m., place the key in the drop box in the upper parking lot.
- All property of the user must promptly be removed after use.
- Storage is not available in the Community Room or on the grounds for equipment before or after the event. No exceptions will be allowed.