

## Public Meeting Room Use Rules

***Please read through this document completely prior to submitting an application.***

### Availability

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The public meeting rooms of Clallam PUD (“District”) are available for use Mondays – Thursdays (excluding PUD observed holidays) ***between the hours of 7:00 a.m. and 4:30 p.m. which includes set-up/clean-up time.***

Rooms are available at no charge to non-profit organizations, community groups, and local businesses for meetings, trainings, hearings, etc. The rooms are not available for parties of any kind, religious groups, campaigning by political candidates or for the promotion or opposition of ballot measures, or any event held for private gain such as lecturers, entertainers, or retail sales (RCW 42.17A.555 forbids use of public office or agency facilities in political campaigns.)

Granting permission for the use of the facilities does not imply District endorsement of organizations or individuals permitted to use the meeting rooms.

The General Manager, or his/her designee, is authorized to approve, deny, and set all conditions for community use of meeting rooms under the rules contained herein.

***For questions or assistance regarding meeting rooms, whether prior to, or during an event, contact Teresa Lyn at 360-565-3244.*** The Customer Service Representatives are busy assisting customers conducting PUD business and are not available for Meeting Room support

### Application

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Use of the meeting rooms will be granted through application by a group or agency. A member of the group (“Representative”) will be designated on the application who will be considered the responsible party in case of damage, theft or disturbance during the event. The Representative will sign the application indicating that they have read and understand the Public Meeting Room Use Rules. The Public Meeting Room Use Application and Public Meeting Room Use Rules are located on the District’s website at <http://www.clallampud.net/meeting-rooms/>.

The completed Application may be emailed to [tlyn@clallampud.net](mailto:tlyn@clallampud.net) or mailed to:

Clallam PUD  
Attn. Teresa Lyn  
P.O. Box 1000  
Carlsborg, WA 98324

***The Representative must be present during the entire period of use.*** Should there be damage beyond normal wear and tear, or insufficient cleaning of the room(s) as determined solely by the PUD, the Representative will be responsible for payment in full of the total cost of repairs/cleaning. The District will invoice the Representative, to be payable upon receipt.

Applications are valid for two years from date of approval. A new Public Meeting Room Use Application must be completed if the Representative changes or if the Public Meeting Room Use Rules change substantively.

Violation of the rules, creation of a disturbance, or willful damage will cause cancellation of privileges for future use.

## **Reservations**

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Once an application is approved, reservations may be made by submitting a request form via the Meeting Rooms page on the District's website, at <http://www.clallampud.net/meeting-rooms/>. Authorized users should check the availability calendar on the Meeting Rooms page *prior* to submitting a reservation request. Reservations for use of meetings rooms will be accepted on a first-come, first-served basis. Reservations will be accepted for any date that is shown to be available on the calendars posted to the website. In consideration of other potential users of the facility, cancellations should be made at least 48 hours prior to the scheduled event. The District reserves the right to cancel any reservation if the facility is required for PUD or other official purposes. The District will make every attempt to provide ample notice of such cancellation.

## **General Rules for Use**

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***Meeting rooms and furnishings should be left in the condition and locations in which they were found.***

Parking is available in the parking area in the front of the building on the *east* side of the lot. Groups using the meeting rooms should park there first in order to preserve the parking in front of the building for PUD customers doing business. Once the east side of the parking area is full then overflow parking may utilize the first section of the parking area on the north side of the building (along Highway 101.) (see map attached.) ***Note: there are a total of 24 parking spots available for public meeting room use so if your group will exceed that number of attendees, then carpooling should be encouraged.*** ADA accessible parking is located in the customer parking lot directly in front of the main entrance.

Nothing shall be affixed to any walls of the meeting rooms at any time, and care should be taken to keep furniture away from the large projection wall to avoid marring the specialized paint.

All minors on the premises must have adequate adult supervision.

Use of the rooms must remain reasonably quiet, and users are asked to observe courtesy to keep noise to a minimum in the lobby so as not to disrupt PUD customers conducting business.

Light refreshments and/or catered trays may be brought in but there are no cooking facilities available. If serving food/beverages, users must provide their own paper or plastic goods for serving.

Restrooms are available and the facility is ADA compliant. First aid kits, fire extinguishers, AED units, and the evacuation route are noted on the attached map.

Alcohol, firearms, and drugs are prohibited on all District premises. Uniformed law enforcement officers are exempt from the firearm prohibition. Hunting safety classes may be exempt from the firearm prohibition with prior special permission.

No smoking is allowed in District facilities and smoking is prohibited in areas within 25 feet of building entrances, per RCW 70.160. There is a receptacle for cigarette butts located outside the main entrance doors.

The District is not responsible for accident, injury or loss of property resulting from a group's use of the facilities.

***It is an expectation that the agency Contact or Representative distribute the parking map and any other pertinent information to attendees prior to their arrival.***

### **Meeting Rooms and Amenities**

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#### **Neah Bay Meeting Room**

Occupancy: 10

Furniture: 10 chairs and rectangular conference table

Wi-fi is available for the purpose of the connecting to the internet.

#### **Lake Crescent Boardroom**

Occupancy: 50 (*parking limited to 24 spaces*)

Furniture: 50 stacking chairs, 8 rectangular tables

One wall of Lake Crescent Boardroom serves as a projection wall. Care should be taken to not lean on, or have anything touch, the projection wall. Users should bring their own laptop, projector and cables/extension cords to project onto the wall if giving a presentation. Wi-fi is available for the purpose of connecting to the internet. There are no other audio/video options available.

Kitchen facilities: There is a sink with on-demand hot water, small under-counter refrigerator, coffee maker, 2 coffee carafes and water pitcher.

The requested number of tables and chairs will be set out in the middle of the room for your event. The Representative is responsible for setting up the room to the desired configuration. After the event, the chairs and tables should be returned to the positions in which they were found. Failure to return furniture to the state in which it was found may result in denial of room use privileges. The chairs stack ***no more than ten chairs to a dolly*** and should be stacked in the same position as they are found (see label at base of dolly). Users should use caution when moving furniture to avoid damage. The dark brown rolling tables are not for use and should not have any food or beverages set on their surfaces. The group is responsible for cleaning the room, including wiping down of table surfaces and picking up debris. The Lake Crescent Boardroom additionally requires vacuuming (if needed) and the kitchen

surfaces wiped down if used. All garbage/recycling should be placed in the provided receptacles. The recycling bin has a sign posted as to what items may be recycled.

A white board is available. Users should bring their own dry erase markers/erasers.

## Map of Public Rooms and Important Information

