



Scheduling Request

City of Battle Ground Suite 148
109 SW First Street, First Floor
Battle Ground, Washington 98604

Please fill out this form to request use of the City of Battle Ground's Suite 148. Please note the maximum capacity for Suite 148 is **49**.

Organization: _____

Phone Number: _____

Mailing Address: _____

E-mail Address: _____

FAX: _____

Purpose of Meeting/Event: _____

Date(s) of Use: _____

Hours of Use: _____

No. of Attendees: _____

Will signs be posted? If yes, please attach a sample for approval to this packet. YES / NO _____

Please re-confirm your intent to use an approved meeting space one business day in advance of your event by calling (360) 342 – 5007.

Contact Name: _____

Responsible Person: _____

(please sign)

Approved: _____

Date: _____

Please sign and return this form:

Fax: (360) 342 – 5050, Attention: Alisha

Mail: 109 SW 1st Street, Suite 221, Battle Ground, WA 98604



Room Reservation Agreement

City of Battle Ground Suite 148
109 SW First Street, First Floor
Battle Ground, Washington 98604

I hereby agree to abide by the following requirements for use of City of Battle Ground Suite 148. I further agree that the agency or group using the facilities will be responsible for any damage. Terms of this agreement are spelled out more fully in the document entitled "Procedures" for City of Battle Ground Suite 148.

- Contact will be with the Executive Customer Service Clerk for the City of Battle Ground by calling (360) 342 - 5007 from 8 a.m. to 5 p.m., Monday through Friday.
- An authorized individual, age 18 or older, will obtain instructions and be responsible for use of the facilities, including procedures for closing after 5 p.m.
- The City Manager reserves the right to cancel a reservation if space is needed to address the public interest.
- The Executive Customer Service Clerk will be informed as soon as possible if an event has been canceled, so that others may use the room. The authorized individual will place a free-standing sign (not attached to any building surfaces) if there is any change in the date, time, or place for a scheduled event.
- Meeting spaces will be left clean and in good order, with garbage and recyclable materials placed in the receptacles provided.
- Food and beverages are limited as indicated in the "Procedures" document.
- Events will be contained to Suite 148 only; all other rooms will not be accessed.
- Each group will be responsible for replacing all chairs and tables as found in Suite 148.
- Smoking is NOT permitted inside the building.
- Persons under 18 will not be allowed in meeting spaces after 5 p.m. unless there is adult supervision.
- The authorized individual will ensure that the City telephone is used only for calls within Clark County or the metropolitan area, if necessary to conduct the event.
- The authorized individual or group must provide any supplies (i.e. pens, pencils, flipcharts, paper) needed for the meeting.

| |
|-------------------------------------|
| Contact Name: _____ |
| Responsible Person: _____ |
| (please sign) |
| Date: _____ |

Please sign and return this form.



Procedures

City of Battle Ground Suite 148
109 SW First Street, First Floor
Battle Ground, Washington 98604

The City of Battle Ground's Suite 148 is available for meetings sponsored by the City of Battle Ground or related entities. Non-profit organizations may use these rooms to work with City programs or departments on City-related activities, with approval from the City Manager. In addition to the above – mentioned entities and organizations, other tenants of the City Hall building will be able to use Suite 148.

Facilities are scheduled on a first-come, first-served basis. In the event of multiple requests for the same date, time, and space, scheduling priorities will be as follows:

- 1) City of Battle Ground City Council / Court
- 2) City of Battle Ground Planning Commission / Hearings Examiner
- 3) City of Battle Ground Parks Advisory Board
- 4) City Hall Tenants
- 5) Other public agencies
- 6) Non-profit community groups working with City programs or departments on City-related activities.

Facilities are available without charge from 8 a.m. to 10 p.m. Monday through Friday for authorized agencies and groups. Meeting spaces are NOT available for private gatherings. Reservations are required and may be made up to 90 days in advance.

The City of Battle Ground Suite 148 shall be used in accordance with RCW 42.17.130, which prohibits their use to assist "a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition."

No admission may be charged, or collection taken, to compensate any lecturer or entertainer or to produce any form of private or political gain.

Room use will be granted to an authorized individual who will be responsible for: 1) Obtaining any pertinent instructions, approval, or training; 2) The condition of the room; 3) Use of the phone; 4) Placing garbage and recyclable materials in the receptacles provided.

Signs

Signs may not be attached to the property. Any signs or related material must be approved in advance, with an approved method of display. All approved signs and related material must be removed at the conclusion of the event.

Capacity

Maximum capacity of Suite 148 is **49**.

Equipment

- Meeting sponsors must provide equipment or supplies.
- Cooking equipment and appliances, such as hot plates and steam tables, are not allowed. Containers for water are permitted, as described below.

Food and Beverages

Food and beverages are allowed in Suite 148, provided that all food and beverages are removed and/or disposed of upon departure of Suite 148.

Additional Concerns and Reminders

- Smoking is not permitted inside the building.
- Service animals are the only animals allowed in Suite 148.
- The City Manager may cancel a reservation to address an immediate public interest. However, every effort will be made to give maximum notice.
- Improper use, property damage, or a disturbance may cancel opportunities for future use.