

Granada Sanitary District  
**MEETING ROOM USE POLICY**

**PURPOSE**

The Granada Sanitary District has office facilities, which include a 520 sq. ft. meeting room, for use by staff and to hold meetings of the District Board of Directors. The District also makes the meeting room available to other government agencies and community groups for civic, educational, or informational activities, meetings, lectures, panel discussions, workshops, or other similar functions.

**AUTHORIZED USERS**

A government agency or community group (hereinafter collectively “Group”) may use the Meeting Room after submitting a Meeting Room Use Request Form, which has been properly completed and signed by the Group Representative, to the District, and upon the satisfactory completion of the required training for Meeting Room use as listed below (one time only).

**CONDITIONS OF USE**

- No use may interfere with the business operations of the district.
- All Group meetings shall be open to the public.
- The meeting room shall not be used for commercial or personal purposes.
- No solicitation or sales shall take place in the District meeting room.
- The Procedures for Use and Meeting Room Rules outlined in this Policy must followed.

**HOURS**

The Meeting Room may be used from 6:00 a.m. to Midnight.

**SCHEDULING/PROCEDURES FOR USE**

To schedule use of the Meeting Room, the Group Representative must contact District Staff during regular business hours (Monday – Friday, 9:00 a.m. to 5:00 p.m.) to verify and confirm availability of the Meeting Room.

For all uses scheduled outside of normal business hours, the Group representative must contact District Staff **during regular business hours** and **before the scheduled date** to obtain instructions for building and Meeting Room access. The Group Representative will need to make arrangements with District Staff to obtain the keys; one for the building lobby and one for the Meeting Room, and to obtain **an alarm system entry code**.

**PLEASE NOTE:**

- **Reservations are on a first come, first serve basis.**
- **Groups authorized for ongoing meetings must contact District Staff prior to EACH scheduled use TO OBTAIN A NEW ENTRY CODE.**
- **District Staff must be notified of cancellations as soon as possible.**

- **The District will make every effort to avoid canceling a scheduled meeting, but the District reserves the right to cancel a scheduled meeting if the Meeting Room is needed for District purposes.**

#### **REFRESHMENTS**

- Food and refreshments may be brought into the Meeting Room. The Group is responsible for all clean up.
- Water decanters and an ice making machine are available for use.
- Alcoholic beverages are prohibited.

#### **EQUIPMENT & SUPPLIES:**

- The DISTRICT has an audio system available; please advise District Staff in advance if you wish to use it and obtain instructions.
- The Meeting Room has wireless internet access. The access code is provided on the marker board by the kitchen.
- Group must provide its own supplies. The DISTRICT does not provide expendable supplies such as paper, pens, pencils, markers, chalk, erasers, tape, scissors, stapler, transparencies, coffee supplies, etc.

#### **ADA REQUIREMENTS**

The Meeting Room is located on the third floor of the building. There are stairs and an elevator to access the Meeting Room. The building is ADA compliant.

- The DISTRICT is not responsible for providing ADA accommodations or modifications.
- The DISTRICT is not responsible for the working operation of the building's elevator.

#### **PARKING**

Off-street and building parking is available. The building parking has an upper and a lower level. One handicapped parking space is provided in the upper level building parking lot.

## **MEETING ROOM USE RULES**

- **Unless pre-authorized by District Staff, tables shall not be moved. Room layout or table arrangement modifications must be discussed with District Staff prior to the event.**
- **Nothing may be removed from the walls of the Meeting Room without prior consent.**
- **Nothing may be fastened or affixed to the walls of the Meeting Room without prior consent.**
- **Anything that is moved must be returned to its original position.**
- **All dishes, cups, glasses, and water decanters used must be cleaned with hot water and dish soap, rinsed, and placed on the drying mat provided.**
- **All garbage must be placed in a garbage receptacle. All recyclable paper, glass, and plastic garbage must be placed in the recycling bin provided in Meeting Room.**

***GROUP REPRESENTATIVES ARE RESPONSIBLE FOR LEAVING THE MEETING ROOM EXACTLY AS IT WAS FOUND.***

- All chairs pushed in
- No items left on tables or floors
- Everything returned to its original position
- Remove all Agendas and signs
- **ALL windows must be closed**
- **Turn off all lights in the room**
- ***THE ALARM SYSTEM MUST BE RESET.* To do that, all doors and windows must be closed; Enter the security code into the key pad – this will start the “Exit Delay,” which provides three (3) minutes to exit the Meeting Room.**
- **There are two locks on the door and both must be locked; the lock on the door knob and the dead bolt.**
- **You MUST turn off All hallway lights.**
- **Lobby doors (front and back) must be locked**