



City of Snoqualmie

Meeting Facilities Guidelines and Information

June 2010

City of Snoqualmie
P.O. Box 987
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www.ci.snoqualmie.wa.us

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Overview

The City of Snoqualmie wishes to offer City-owned facilities before and after business hours for use by our citizens. This booklet outlines facility usage and reservation policies to make the process as simple and convenient as possible.

Guiding Principles

Use of City facilities is guided by several fundamental principles. Facilities are available for meetings and events that:

Support our civic purpose:

These activities facilitate City Council and City departments in carrying out their missions and put the common good and public interest above individual interests. Examples include City board and commission meetings and training sessions offered by other governmental agencies.

Support public dialogue:

These activities engage citizens in discussions about topics and issues affecting them, especially governmental initiatives not related to ballot issues. This gives citizens an opportunity to listen to other views and enlarge or possibly change their own point of view. Examples include public meetings and development project open houses.

Support community programs:

These activities provide a forum for citizens to connect to each other and the city they call home. They provide publicly accessible programs that provide a benefit to our local community. Examples include neighborhood association or community group meetings and local non-profit events.

Support Snoqualmie's economic vitality:

These activities substantially contribute to making Snoqualmie's economy strong, stable and sustainable. Examples include partnership meetings with the Chamber of Commerce or other business groups.

General Rules

City-owned buildings are built by our taxpayers, so we wish to make them available as much as possible. However, because we are a municipality, our facilities are governed by certain rules whether or not the facility is in use by City staff during work hours or by other groups outside of work hours. These include:

- Facilities may not be used by persons or organizations for election or campaign purposes.
- Facilities may not be used by any group or for any purpose that discriminates based on race, creed, color, national origin, sex, age, religion, disability, sexual orientation, marital or veteran status or any other basis that is protected under local, state or federal law.

User Priority

To help the City of Snoqualmie consistently and fairly manage the demand for City facilities, we have established categories of users. The following list provides a prioritized order.

1. City of Snoqualmie

This category includes Council commissions and committees, volunteer advisory boards to the City, and boards on which City department heads or elected officers serve in their official roles representing the City of Snoqualmie. It also includes any City-sponsored or supported programming, such as community education classes.

2. Regional and Other Governmental

This category includes groups that City elected and appointed officials may or may not serve on or participate in. This includes but is not limited to groups such as the Washington Cities Insurance Authority, eCityGov Alliance, King County City Managers and Administrators, professional associations for municipal employees (state or regional branches of the Municipal Clerks Association, American Institute of Certified Planners, American Public Works Association, National Parks and Recreation Association) and meetings of King County, Snoqualmie Valley School District, Si View Metropolitan Park District, neighboring cities and other local, state or federal agencies.

3. Community Group/Programs

This category includes but is not limited to neighborhood groups, community groups, civic organizations such as Kiwanis and Sister Cities Association, and not-for-profit organizations such as the Boys and Girls Club. It also includes community groups that support the economic vitality of the City, such as the Chamber of Commerce and the Northwest Railway Museum.

4. Other

This category includes any usage not covered by 1-3 above. City facilities are available to other groups on a space-available basis if the use is supported by our guiding principles. Fee-based activities will be asked to enter into a revenue-sharing agreement with the City of Snoqualmie to recoup the City's facility costs.

Availability

We have established availability guidelines to help provide better access to our users. Our intent is to be as flexible as possible, but general rules of thumb are:

- Please reserve at least 7 days in advance.

Our intent is to try to meet the needs of our citizens. However, schedules can fill up pretty quickly. So please request at least seven (7) days in advance to allow time to process your request. Fourteen (14) days advance notice is preferred. We will do our best to meet your schedule, but later requests may be more difficult to fulfill.

- Recurring meeting reservations allowed but may be altered.

We wish to support ongoing use of our facilities, but sometimes the City's needs for space change over the course of weeks and months. Therefore, please be aware that recurring space users may be asked to move to a different space or alter meeting times. The City will make every attempt to avoid such schedule changes and give you enough notice to find an alternate facility if necessary.

- Some reservations will require a special event permit.

By City Code, some events require a special event permit. In general, special events are those longer than 8 hours or those that restrict the public from vehicular use of a street or park or otherwise affect City operations or local businesses. Event permits may take 30 days for City processing or longer if other permits are required. For more information on special event permits, call the City of Snoqualmie or visit the website at www.ci.snoqualmie.wa.us and look under the Guide for Residents, Licenses & Permits.

- Facilities are available outside of normal business hours.

During normal business hours, 8 a.m. to 5 p.m., Monday through Friday, we generally reserve meeting space and visitor parking so that we can conduct City business (including the business of other governmental agencies). You may request meeting space during business hours, but please understand

availability may be severely limited. See the attached inventory for available rental hours. City facilities are not open on legal holidays.

Meeting Facility Use Request Form

Meeting Facility Use Request Forms are available on the City of Snoqualmie’s website or at City Hall, the fire station or police station. Applicants must be 21 years of age or older and duly authorized to obligate an organization. The applicant must be present throughout the entire use of the facility. The person signing the Meeting Facility Use Request Form is considered to be the responsible party in case of damage, theft, or disturbance during facility use.

Insurance Requirements

The City may require liability insurance for use of our facilities, as we do for use of our picnic shelters and fields. Certain criteria will be used to determine whether to require insurance:

- Is the applicant an organization or business?
- Will the event involve people other than the applicant’s family members and close friends?
- Will the event qualify as a “special event” under city code?
- Will there be equipment and furniture brought into the facilities?
- Will there be an admission charge or charge for anything provided at the event (goods, food, dues, donations)?
- Will event attendance and proposed usage fall outside of facility’s/site design?
- Will law enforcement be required for security or traffic control?

If the answer to any of the above is affirmative, the City will likely require insurance and proof of insurance in the form of a Certificate of Insurance naming the City of Snoqualmie as an additional insured. Insurance amounts for use of the premises will be for \$1 million general liability coverage each occurrence and \$2 million general aggregate. Organizations may have Commercial Liability Insurance or may obtain insurance from the Washington Cities Insurance Authority (WCIA) for certain events. The WCIA may be contacted at www.wciapool.org, phone (206) 575-6046 or Fax (206) 575-7426. The certificate must be submitted to us a minimum of seven (7) days prior to the event date.

Damage Deposits

To ensure the facilities are kept in the best condition for all of our citizens, the City will collect a damage/cleaning deposit for users outside the City of Snoqualmie. In the event that the room is not damaged and does not require additional cleaning, we will refund your deposit quickly. See below for the amount of damage deposit by type of user.

User Group	Small Room Fees	Medium Room Fees	Large Room Fees
City	None	None	None
Regional and Other Governmental	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable
Community Group/Programs	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable
Other	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable	\$100 damage and cleaning deposit/refundable

We reserve the rights to collect, waive, or increase a damage deposit if we deem it necessary based on the scope, day and type of activity.

Damage deposits are 100% refundable and will be refunded within 14 days of the event provided the following conditions are met:

1. The space is left in its original configuration.
2. The space is left in a clean and orderly manner.
3. Use of the facility does not exceed the scheduled time.
4. Additional City staff/contractor time is not required as a result of the facility use.
5. All furniture/equipment is accounted for and undamaged.
6. All rules and procedures governing prohibition of alcoholic consumption and smoking are met.
7. All rules and procedures governing City of Snoqualmie facility use, including any Meeting Facility Use Request Form approval conditions, are met.

If the above conditions are not met, the deposit may not be refunded in whole or in part. Unfortunately, you may also be denied future use of the facility if these and any event-specific conditions go unmet. Our goal is to maintain our facilities in excellent condition for all of our citizens.

If the cost of cleaning and/or repair of the facility exceed the amount of the damage deposit, you will be billed for those additional costs. Janitorial service will be billed according to current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred. In the event of repairs or cleaning being required, the applicant will accept the City's estimate of the amount incurred.

Minor Supervision

For the safety of our younger citizens, the City requires adequate adult chaperones for any function attended by any person under 18 years old.

Parking

Complimentary on-site parking is available at all facilities but it is limited. Parking is provided on a first-come, first-served basis. Please refer to the attached meeting room inventory for a summary of available on-site parking spots. Individual rules for facilities may apply, e.g., parking is not allowed in spaces reserved for "Authorized Vehicles Only."

Set Up and Take Down

Our rooms are set in standard configurations. Space setups are dictated by Fire and Building codes associated with maximum occupancies and entrance/exit routes. If we have not pre-approved another arrangement, we request that you leave the space remain in its standard configuration. With prior approval, you may move chairs and tables but please return them to their original configuration at the end of your event.

Maximum Occupancy

All of our meeting rooms and spaces have established maximum occupancies. Fire and Building codes prevent us from allowing users to exceed these occupancies. Exceeding the established occupancy for the space puts your event at risk of being terminated. Note: Occupancies change according to space setup.

Food and Beverages

Food and beverages are welcome in our facilities if it is pre-prepared. We do not have adequate kitchen facilities available for cooking. If providing pre-prepared food, please remove your trash before vacating the facility. Check the facility to locate outside trash receptacles or bring extra trash bags. The City of Snoqualmie does not allow alcohol to be brought into, consumed or served in any of its City meeting facilities.

Decorations and Presentation Materials

You may bring freestanding decorations and presentation materials into the facility and are responsible for removing them at the conclusion of your event. Many of our meeting rooms have magnetic white boards. Each room with a white board is equipped with dry erase markers, erasers, and magnets for posting documents.

A minimum of three (3) days prior to your event, please discuss with our staff what you intend to bring to the facility. Having the discussion earlier may prevent some unwelcome surprises as you plan your event.

Please note the following:

1. The use of staples, push pins, nails, tacks, duct or masking tape is prohibited when affixing decorations and other materials to walls and furnishings unless explicitly permitted by the City of Snoqualmie. With our prior approval, the use of non-marking painters tape may be acceptable. All tape must be removed when taking down decorations.
2. Signage, notices, and decorations are not to be placed on room doors, windows, or on common area walls/corridors. Please discuss your signage needs with City of Snoqualmie staff.
3. Hanging decorations and materials from light fixtures, in-room equipment, windows, railings, and ceilings is not allowed. Helium balloons must be weighted and secured to prevent them from escaping the event area or rising to the ceiling.
4. Hanging projection screens, lighting, or other equipment from doors and windows is not allowed. Standalone projection screens, decorations, and other furnishings and equipment cannot block doors, stairs, entrances, or exits.

Smoking/Flames

City facilities are smoke and tobacco free per state law (RCW 70.160). If you or your guests wish to smoke, please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of the building. Users are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event. The City also does not allow open flames, including candles and fuel canisters for warming food, in City facilities.

Animals

Only service animals serving the needs of those with disabilities are allowed in City facilities. Pets and animals of any type (mammals, insects, birds, reptiles, fish, etc.) are otherwise not allowed.

Technology and Other Equipment

Please alert City staff in your application if you plan to bring additional furniture or equipment into City facilities. We do not have personal computers, projectors or additional furniture generally available for public use. Some rooms do have projection screens or white boards. In-room telephones may be used for local calls. You must dial 9 to reach an outside line.

City Codes and Ordinances

All relative City of Snoqualmie Municipal Codes and regulations are in effect and enforced at all facilities. There are regulations governing sound and noise levels, animals, parking, vehicle access, etc. The City of Snoqualmie reserves the right to terminate your event if City staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises, that you are not complying with our facility use guidelines, or that you or your guests are violating local, state, or federal laws. Upon verbal notice from City staff, security, or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your damage deposit or other fees. If this occurs, you may be denied future use of the facility.

Cancellations

All general meeting reservation cancellations from users must be made in writing (e-mail is acceptable) a minimum of three (3) days prior to your event. Special events must be cancelled a minimum of fourteen (14) days in advance.

The City, acting in good faith, may cancel your event in circumstances where the space you requested becomes unsafe for your intended use. Such circumstances include but are not limited to natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the City may choose to refund your deposit and any fees.

The City also reserves the right to cancel your event if it becomes necessary for the City to use the space for City business purposes. The City will attempt to give you reasonable notice of the cancellation and will refund your deposit.

Time and Date Changes

Event time and/or date change requests are accepted in writing (e-mail is acceptable) a minimum of three (3) days prior (14 days for special events) to the event. Approval of the change request is subject to availability.

Entry/Before the Event

Plan to come to the facility before the event to discuss how to open doors, obtain a key for after-hours use and return keys for that facility with the on-site coordinator. The contact information for the on-site coordinators for each facility is listed at the end of this document.

Day of Event

On the day of your event, the facility will be available to you at the time specified on your Meeting Facility Use Request Form. We require users to not arrive at or enter the facility until the designated reservation time and depart when scheduled. By scheduling a City facility and signing a rental agreement, you are taking responsibility for the condition of those facilities and their contents. Therefore, please do not attempt to enter secured portions of the facilities, prop open doors or use other entrances not unlocked by City staff.

After the Event

Please remember to turn lights off and lock doors before leaving the facility. Return keys timely. This will ensure we can continue to make the facility available to other citizens.

Contact Information

Facilities are scheduled through individual departments. Please find below contact information for each facility on the City's meeting room inventory:

Council Chambers

38624 SE River Street

Contact: Jodi Warren, City Clerk

jwarren@ci.snoqualmie.wa.us

(425) 888-1555 x 1118 or FAX (425) 831-6041

Fire Training Room

37600 SE Snoqualmie Parkway

Contact: Liz Luizzo, Administrative Assistant

lluizzo@ci.snoqualmie.wa.us

(425) 888-1551 or FAX (425) 888-1513

Police Training Room and City Hall Administrative Conference Room

34825 SE Douglas Street 38624 SE River Street

Contact: Tiah Patterson, Administrative Coordinator/Executive Assistant

tpatterson@ci.snoqualmie.wa.us

(425) 888-3333 or FAX (425) 831-6121/(425)888-1555 x 1122 or FAX (425) 831-6041

Additional information on City services, including this guide, is available on the website at

www.ci.snoqualmie.wa.us. For after hours emergency assistance, please contact the Snoqualmie Police Department at (425) 888-3333.