

## Community Meeting Room Policy

(as of April 2, 2009)

### Purpose

The primary purpose of the Skagit Publishing Community Room is for Skagit Publishing activities. When the room is not needed for internal meetings, Skagit Publishing is pleased to offer the use of the room to established Skagit County 501(c)3 organizations for occasional, out-of-the-ordinary community activities. The room is provided free of charge.

Please note the Community Room may not be used for

- any purpose that may interfere with the regular operation of Skagit Publishing.
- any programs involving the sale, advertisement, solicitation, or promotion of commercial products or services.
- any private social events.
- any political, religious or other functions that could be perceived as compromising Skagit Publishing's strict conflict-of-interest expectations.

The Publisher has the final decision in permitting use of the facility to any group.

### Availability and scheduling

The Community Room is available during normal business hours, Monday through Friday, 08:00 AM to 05:00 PM, unless special arrangements have been made. It must be reserved a minimum of ten days in advance, and no more than three months in advance. Reservations must be made via email to Jeanette Moody, [jlockwood@skagitpublishing.com](mailto:jlockwood@skagitpublishing.com). Requests will usually be acknowledged within 24 hours during normal business days.

**Please allow time for set-up and clean-up in addition to the program time. The room must be vacated 15 minutes before Skagit Publishing closes.**

No admission or registration fees may be charged for events.

Please do not notify members of your group or consider the room booked until you have received written email confirmation.

Groups holding reservations are requested to notify Jeanette Lockwood of all cancellations at the earliest possible date.

Skagit Publishing reserves the right to deny use of the meeting rooms.

**We are a smoke free property. So, please, no smoking on the premises.**

## Set-up

You and your group will be responsible for setting-up and making changes to the meeting room configuration.

There is a kitchen connected to the Community Room with a refrigerator, dishwasher, and sink. Refreshments may be served, but not alcoholic beverages (unless special permission is granted). Any group who has a meal catered or who brings in refreshments should place all trash in a proper trash receptacle before leaving the building. Caterers are to arrive, depart and pick up their equipment only during time scheduled for the meeting room. Candles and sterno warmers are not allowed.

There is a projection screen, however there is no available AV equipment or blinds for the windows.

We are unable to provide projectors, computers, printers, copiers, or extension cords.

Hanging items on the walls or from the ceiling is prohibited.

Skagit Publishing cannot supply storage space. Materials left after the end of a meeting will be discarded. Groups using the room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.

## Other

For larger groups, car pooling is recommended. Some parking is available. Note: customer parking stalls are not to be used for meeting attendees; these are reserved for Skagit Publishing customers conducting walk-in business.

Individuals and groups using the Community Room agree to hold Skagit Publishing harmless from any claims or causes of action, including attorney's fees, arising out of negligence or the failure to perform its obligations hereunder.

A damage deposit may be required.

# Skagit Publishing Community Room

## Reservation Request

1.	Name of your organization?	_____
2.	Date of your meeting?	_____
3.	What time would you like the room open?	_____
4.	What time does your meeting start?	_____
5.	What time does your meeting end?	_____
6.	Purpose of your meeting?	_____
7.	Estimated attendance?	_____
8.	Please check the setup you'd like?	_____
9.	If you plan to serve food and beverages, please describe what you will be serving:	_____
10.	Contact person:	_____
11.	Email address:	_____
12.	Phone number(s):	_____

**PLEASE SCAN & EMAIL THIS FORM/OR SIMPLY EMAIL RESPONSES TO THE QUESTIONS TO**

Jeanette Lockwood, [jkales@skagitpublishing.com](mailto:jkales@skagitpublishing.com), 360.424.4567

Acknowledgment of receipt of your request will usually be sent within 24 hours.

Confirmations of meetings approval will typically be sent within five business days. Please do not notify members of your group or consider the room booked until you have received written email confirmation.