



## Confirmation Agreement Rules and Regulations for Use of Clark Public Utilities Community Room

The Clark Public Utilities community room and kitchen facilities are available at **1200 Fort Vancouver Way, Vancouver, WA 98663** to non-profit and community organizations of Clark County. Hours of availability are **Tuesday – Friday 5 p.m. – 10 p.m. and weekends from 7 a.m. – 10 p.m., when not in use by the utility**. To ensure maximum benefits for the community, the following policies have been established:

1. The facilities are available to responsible, non-profit and community groups for non-regular special meetings only. **These facilities are NOT available for parties of any nature, NOR are they available for religious activities.** Reservations must be made in advance with name, address, and phone number of the responsible group representative. *A signed agreement is required when the responsible group representative, 18-years-old or older, picks up the Community Room key.*
2. The Community Room is **NOT** available for the following purposes:
  - a. Parties of any kind
  - b. Religious ceremonies, services or activities
  - c. Promotion of political or quasi-political movement or candidate
  - d. Private gain, including lectures, entertainers, etc.
  - e. Craft bazaars, rummage sales, auctions, fundraisers or other similar events
3. Examples of appropriate use are:
  - a. For responsible community and non-profit groups holding specialty meetings outside of their regularly scheduled meetings. **(Not to exceed four times per year)**
  - b. Scout troops – meetings, awards, etc.
  - c. Youth organizations
  - d. Neighborhood associations
4. Facilities are available on a first-come, first-served basis only. Separate reservations must be made for each use, with the utility reserving the option to limit the frequency of meetings. It is not intended that the space be used for regular, recurring meetings, but rather for occasional use. No more than one meeting can be scheduled or booked on the calendar at one time.
5. Use of the community room will be granted through a representative of the group (18 years or older) who shall be responsible for:
  - a. Obtaining the key
  - b. Condition of the community room
  - c. Locking the outside doors
  - d. Returning the key.

**Keys may be picked up from the customer service office the day of the meeting during normal business hours: Monday through Friday, 7 a.m. to 6 p.m., and Saturdays from 9 a.m. to 5 p.m.** If your meeting falls on a Sunday, the keys must be picked up on Saturday, as customer service is closed on Sundays. Keys cannot be picked up a day or more in advance.

Keys are to be returned after the meeting at the night-drop box located at the customer service drive-thru.

6. Each group shall be held responsible for leaving all areas and equipment clean and in good order, and for any damages to the rooms, equipment or facilities, including dishes, kitchen utensils, etc.
7. All garbage generated by your group must be removed from the premises. A charge will be made when repairs or excessive cleaning are necessary.
8. **Capacity of the room per fire and safety codes:**  
1200 Fort Vancouver Way      **125 persons maximum**  
Vancouver, WA 98663
9. **The following activities are not permitted:**
  - a. Unsupervised children
  - b. Smoking
  - c. Consumption of alcoholic beverages
  - d. Dancing/music
  - e. Signs attached to utility property
  - f. Animals or fowl on the premises (service animals allowed)
  - g. Parties
  - h. Loud activities
  - i. Collection of money of any kind
10. Violation of these policies governing the use of the community rooms, creation of a disturbance, or property damage will cause cancellation of a group's privilege for further use of this space.
11. Clark Public Utilities reserves the right to cancel a reservation if the space is needed for its own use. However, every effort will be made to give adequate, advance notice.

\* Please note that we are a 24-hour business and noise must be kept to a minimum.\*