



Carmel Area Wastewater District

P.O. Box 221428 Carmel California 93922 ❖ (831) 624-1248 ❖ FAX (831) 624-0811

Conditions for Use of Boardroom Facility by Outside Groups

As a condition of using the District's Boardroom Facility, the user agrees to indemnify, defend, and hold harmless the District, its officer, agents and employees from any claim, liability, suit, or other legal proceedings which may be brought or claimed against the District as a result of use of the facilities. The user further agrees to comply with the below listed conditions.

1. CAWD's business operating hours are from 7:30 a.m. to 5:00 p.m. The Boardroom is available for use only after regular hours. Absolutely no use of the building from midnight to 8:00 am.
2. Boardroom keys are available for pick-up prior to your scheduled meeting date (day of, or day before) and must be returned in the drop box (just outside the boardroom entrance) following your meeting. Failure to secure a key in advance of use of the Boardroom will result in an automatic cancellation of your meeting.
3. Arrangements for use of the Boardroom will be on a quarterly basis, or no more than three (3) months in advance.
4. There is a usage cleaning fee of \$45.00, that is due at the time of reservation and is subject to change. You may pay this by check, cash or online at www.cawd.org. This fee covers the cost of sanitizing the facilities after use. When paying online there a 2.25% processing fee that is not refundable. Payment must be received before the District will release the access key. There is a minimum five-day advance confirmation to use the room, but one week is preferred. A 24 hour cancellation is required to confirm the use of the room, otherwise the fee will remain with the District to pay for the scheduled cleaning.
5. The use of the building is primarily for District personnel whose needs shall always take precedence.
6. Facilities shall be left in the same clean condition after use as originally found.
7. Group is financially responsible for any damage occurring during use of the facility.
8. All interior lighting shall be extinguished following use of facility, including the restroom.
9. Group is responsible to see that building is locked up properly after use.
10. No alcoholic beverages allowed on premises.
11. Snack type foods and soft drinks are permitted.
12. Group must furnish its own audio/visual equipment.
13. Any group misusing facility shall be denied future access.

Acknowledgement

Name of Group: _____

Contact Address and phone number: _____

Name of Representative: _____

Signature: _____

Date: _____