

Second and Broadway Condominium Association Board Room Use Policy

(Updated 01-15-16 Condo Association Meeting Discussion)

1. Second and Broadway Condominium Association's (2nd & Broadway) first floor meeting room is available on a first come/first serve basis for public use Monday through Friday, from 8:00 am to 5:00 pm. COMPASS and VRT meetings take precedence during that time. Extended hours may be available, at the sole discretion of 2nd & Broadway designated representatives.
2. Reservation requests may be made by contacting one of the designated representatives (see Attachment A) of 2nd & Broadway and providing the designated representative with a completed reservation form (Attachment B).
3. Reservations are not final until confirmed in writing by the designated representative.
4. Unless COMPASS or VRT is hosting the meeting, a \$25 per use fee will be charged. Fees must be paid in advance of room usage.
5. Reserving parties may also reserve access to the kitchen/prep area adjacent to the meeting room for a \$25 per use fee. This fee is in addition to the meeting room fee. Fees must be paid in advance of room usage.
6. The meeting room may be used for meetings only and may not be used for any parties, holiday gatherings, shows, for-profit ventures or commercial enterprises. The reserving party may not charge any fees for admission to or use of the meeting room.
7. No furniture may be removed from or added to the room without the advance written permission of the designated representative of 2nd & Broadway.
8. At their sole discretion, designated representatives of 2nd & Broadway may authorize reserving parties to use the audio visual equipment (excluding recording equipment) in the meeting room. Use of the electronic equipment requires the advance written authorization of the designated representative of 2nd & Broadway. Authorization will only be provided to reserving parties that have been trained in advance by 2nd & Broadway representatives.

9. Reserving parties that have been trained in advance may operate the audio visual equipment themselves. If the reserving parties prefer to have a designated representative operate the equipment for them, this service is available at an hourly rate of \$65. The amount billed will be actual hours provided, rounded up to the nearest half hour.
10. Any damage to the building, furniture, carpeting, cabinetry, electrical systems, lighting or equipment in the meeting room is the financial responsibility of the reserving party.
11. Reservation requests must be made at least three business days in advance. Room reservations will not be accepted more than thirty calendar days in advance. A tentative reservation may be made more than 30 days in advance, but can be bumped by a COMPASS/VRT meeting before that time. A confirmation email will be sent to the reserving party 30 days in advance of the meeting.
12. Refreshments are the sole responsibility of the reserving party. Reserving parties are not permitted to serve alcoholic beverages in the meeting room. Building tenant staff do not provide coffee, water or other refreshments for the room. Set up and cleanup of refreshments and trash disposal is the sole responsibility of the reserving party.
13. No materials or decorations may be tacked, glued, stapled or taped in any manner to walls, doors or windows. "Post-it" type attachments that do not leave any marks or remove paint are acceptable, but must be removed by the reserving party at the conclusion of the meeting.
14. Smoking is prohibited in the building.

**Second and Broadway Condominium Association
Meeting Room Use Policy: Attachment A**

Designated Representatives

Teri Gregory	tgregory@compassidaho.org	208-475-2225
Paula Cromie	pcromie@valleyregionaltransit.org	208-258-2706
Meg Larsen	mlarsen@compassidaho.org	208-475-2228

**Second and Broadway Condominium Association
Meeting Room Use Policy: Attachment B
Reservation Form**

Rental Date: _____

Rental Hours: From _____ To _____

Reserving Organization: _____

Contact Name: _____ Phone: _____

Contact Email: _____

Requesting use of audio visual equipment? Yes No

If yes, date/time requested for training _____

Requesting use of kitchen/prep area? Yes No

Fees:

Room rental, \$25 per use \$_____

Kitchen/prep area, \$25 per use \$_____

Designated representative to operate audio visual
equipment on renter's behalf; \$65 per hour, for ___ hours \$_____

Total due: \$_____

By signature below, I acknowledge that I have read and agreed to abide by the rules and conditions in the 2nd & Broadway Meeting Room Use Policy.

Printed Name	Title
--------------	-------

Signature	Date
-----------	------