



COMMUNITY ASSOCIATION

MCCA Board Room Usage Policy

Purpose

Mill Creek Community Association (MCCA) has a board room that is available for use by its residents. This policy establishes consistent procedures for granting use of the board room, prioritizing user groups, specifying deposit and fee schedule, and establishing administrative rules.

Priority Users and Fees

All rental fees must be paid in full at the time of reservation.

First Priority:

MCCA Board, Committees, and MCCA Sub-Associations (sub-HOA) have priority use for the room at all times. First Priority users pay no rental fee.

Second Priority:

Non-profit (501(c)3) organizations within Mill Creek that are open to new members and provide a benefit to the residents in our community. Examples are educational, recreational, or community service activities or organizations (documentation may be required). MCCA Member must be present at the meeting and be responsible for room reservation. Second Priority users pay a \$25 per hour rental fee.

MCCA Building Rules

MCCA facilities will not be available for use in connection with any specific campaign for office or regarding a specific side of a ballot measure.

Permission to use the MCCA board room does not constitute an endorsement of a group's philosophies, policies or beliefs.

The MCCA Board room is available 9am – 9pm Monday through Friday. It is not available on weekends or holidays.

Use/possession of alcoholic beverages, marijuana, and/or narcotics is prohibited in MCCA facilities.

Smoking is prohibited in MCCA facilities.

All events shall meet the occupancy load and fire and safety regulations of the City of Mill Creek and the State of Washington.

During the business day, meetings are limited to no more than 10 participants. After business hours, meetings are limited to no more than 18 participants.

The board room is to be used for business meetings only. **Social gatherings are *not* permitted.**

Persons who are loud, disorderly, and/or abusive to other users, staff, equipment, or the facility itself will be asked to leave and will not be allowed to reserve the room in the future.

The board room table is NOT to be moved.

Users are responsible for bringing their own linen, coffee, tea, napkins, and other equipment.

Users are responsible for their own setup and cleanup. This includes wiping down tables, returning chairs to their pre-event location, and cleaning spills. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the designated room reservation time.

Groups with minors must be supervised by an adult (21 years of age or older).

The resident responsible for the booking must remain in the facility for the entire event (first to arrive, last to leave).

No items may be stored in the MCCA board room or building without permission from the MCCA Association Director.

Unless written approval has been granted, no group using the MCCA board room will be allowed to use the MCCA logo or imply in any way that MCCA is sponsoring the event or activity.

MCCA reserves the right to waive, reduce or increase rental fees, request damage deposits or liability insurance as deemed necessary by the MCCA Association Director.

MCCA reserves the right to deny requests for room use due to maintenance or security concerns, inappropriate use of MCCA facilities, or other reasons as appropriate. For additional information about this policy, please contact the MCCA Association Director at info@mcca.info or ph. 425-316-3344.

Liability Insurance

MCCA requires that all second priority groups obtain Tenant/User Program liability insurance with a \$1 million per occurrence limit and it must name Mill Creek Community Association as an additional insured.

The user shall provide MCCA with a certificate of insurance coverage no less than seven (7) days in advance of the rental date. Failure to obtain required insurance is grounds for forfeiture of the rental fee and use of the board room.

Damage and Cleaning

The resident or sub-HOA who is named as the resident requesting the room rental is financially responsible for any damage to or loss of property. A fee equal to the total replacement cost will be charged.

The resident or sub-HOA requesting the room will be required to pay the full cost of breakage, damage, or loss of MCCA facilities and/or equipment regardless of the amount. A \$50 administrative fee may be added to the actual expenses and an hourly fee will be charged for repairs that are required as a result of damage.

Procedure

To reserve the MCCA board room, a request must be submitted online via the MCCA website (www.mcca.info) no later than one (1) week prior to the event. The form is available on the Forms page of the MCCA website. Reservations will not be accepted by phone.

Reservations are accepted on a first paid/first served basis. Until all information is submitted and payment is received, the room is not reserved.

Residents who wish to reserve the Board Room must have a signed a copy of the MCCA Board Room Usage Policy on file with the MCCA Office.

If two (2) reservations are received on the same day, the priority ranking will prevail.

If a group needs to cancel a reservation, they must notify MCCA via email as soon as possible so the room can be made available to another group.

When notice of cancellation is received at least one week in advance, the full rental fee will be refunded. No refund will be made when notice of cancellation is received less than one week prior to the reservation date.

Under certain conditions, MCCA may have to cancel a room reservation. Possible reasons for this include, but are not limited to, MCCA meeting schedules, weather emergencies, staffing issues, interruptions in utility service and other issues as they may arise. All fees paid by the applicant to MCCA will be refunded if MCCA must cancel a reservation for any of the above reasons.

MCCA is not responsible for any articles lost or stolen during the event.

MCCA shall not be held responsible or liable for any damages caused as a result of cancellation of an MCCA board room reservation.

Acceptance

By signing below, you indicate that you have read the MCCA Board Room Usage Policy and agree to abide by the rules and procedures listed above.

Printed Name

Signature

Division/Lot#

Address

Group Name