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MEETING ROOM USE – Parks & Fair Office

Thank you for considering San Juan County Parks and Fair for your meeting. Some things to think about as you get ready to submit your application:

- This application is for uses such as small meetings and presentations.
- The meeting room measures approximately 14.5' x 20.5' (297 sq. ft.) and includes use of 4 tables and 20 chairs. There is also access to a small kitchen (limited refrigerator/freezer space, instant hot water faucet, and small microwave) and a restroom.
- The meeting room will not be available for public use during some times of the year.
- The Parks, Recreation & Fair Department reserves the right to deny the use of these public properties for any type of event.
- Each use request is reviewed in the order in which it is received. Priority is given to Parks & Fair activities and other County departments.
- Events cannot exceed 20 people seated with tables or 42 people if standing.
- Fairgrounds Main Building rentals are covered under separate policy.

I. EVENT/GROUP INFORMATION

Name of Group: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ e-mail: _____

II. USE DETAILS

Requested date of meeting room use: _____

Activities to be conducted in the meeting room: _____

Estimated hours of use (xx:am-xx:pm): _____

Estimated number of people to use the room: _____

NOTE that this in an application only, and does not serve as permission to conduct any use in the facility. If your request is approved, an e-mail containing applicable information will be sent to the person designated on the application.

By signature below, I agree to comply with all terms of this application.

→ APPLICANT'S SIGNATURE _____

Date _____

III. FEES AND PAYMENTS

The fee to use the meeting room is \$30.00 for uses up to 3 hours in duration; \$40.00 for uses 3-5 hours in duration. This fee may be waived for County Departments.

- To secure your space, please include a **\$25.00 non-refundable deposit** with the application. Please make your check payable to San Juan County Parks & Fair, and mail to the above address. This amount will be applied to your payment. Final payments will be due 30 days prior to your event (remember to deduct \$25.00 from total amount due).
- **Any check returned** for non-sufficient funds, stop-payment or any other reason, will result in immediate revocation of use. Issuer may be liable for costs required to collect on any monies due (minimum charge of \$35.00 per collection).
- **Cancellations.** Changes or cancellations made 30 or more days in advance of the day reserved are subject to a cancellation fee of 25% of the Event Fee, 15-29 days in advance a 50% fee, less than 14 day non-refundable.

IV. TERMS of MEETING ROOM USE

Use of the Meeting Room includes the following terms. Additional terms may be added by the Park and Fair Director as needed.

- Meeting Room **capacity** is 20 people if tables and chairs set up; 42 people if standing or chairs only. This capacity is determined per the International Fire Code Section 1004.
- The opening and closing **checklists** must be used for each use.
- All activities shall commence **no earlier than 8:00am** and conclude **no later than 11:30pm**; clean up and exit the premises by 12:00 midnight.
- **Parking** is provided along the southwest end of the Parks & Fair Administration office. Please minimize the number of vehicles on the property. Car pool!
- The **ADA parking space** outside the front door is only for **ADA parking**; vehicles parked there and not displaying an ADA placard are subject to citation from the SJC Sheriff.
- Meeting Room use is **non-transferable**.
- **No nails, tacks, screws, staples or any puncturing devices** inside or outside the building for any reason. To protect the beauty and integrity of the building, only free standing or self-supporting decorations/props/signs may be used.
- **No storage** of any kind is allowed, except during the hours of the rental.
- Do not leave the **meeting space unlocked** and unattended. If the user leaves the building at any time, please lock the back door.
- **Smoking is prohibited** with 25 feet of the building.
- **No alcohol** allowed on premises.
- **Waste, recycling, and food compost** bins are provided in the kitchen.
- Please **clean up after yourselves**. Special janitorial services are not provided for these events. Wash dishes, utensils and other kitchen ware (either by hand or dishwasher).
- **Failure to follow** facility rules or the terms of this policy will result in immediate expulsion from the facility. No refunds will be allowed under these circumstances.