

In Spanish

EUGENE WATER & ELECTRIC BOARD
APPLICATION FOR USE OF MEETING ROOM FACILITIES

BOOKED: _____
BY: _____

Room Diagram

Amount Due: _____ Maximum \$40.00

Organization _____

Responsible Party _____ Phone _____

Address _____

Room Requested: Community Room _____ **OR** Training Center _____ Expected Attendance _____

Date(s): _____ (Time of Use) _____ am/pm to _____ am/pm

Number of Tables Requested _____ Number of Chairs Requested _____

Describe the Event/Activity (be specific) _____

The Eugene Water & Electric Board (EWEB) will make the meeting rooms in the North Headquarters Building available to community organizations, public bodies, and any recognized nonprofit, non-discriminatory organizations with open membership. The rooms are only available during evening hours and weekends when not required for utility purposes.

When booking your event please consider and include any time you will require to set up or prepare for your meeting. The time you have selected to begin your event is the time that Security will be scheduled to meet you and let you into the meeting room. **If on the day of your booking you are going to be later than the time your booking is scheduled to start, please call 541 685-7000 and leave a message with the Switchboard Operator.**

Please initial in the space provided as an indication that you have read, understand, and will follow the guidelines listed below:

- ____ 1) Meeting room hours are **6:00 p.m.** to 10:00 p.m. on Mondays through Fridays and **9:00 a.m.** to 11:00 pm on Saturdays and Sundays and available on a first-come, first-served basis.
- ____ 2) No commercial activities or activities to which the public at large is solicited and charged an entrance fee are allowed. **A commercial activity is defined as an event involving profit gain by an individual, group or commercial entity.**
- ____ 3) **Any advertisement** containing a reference to EWEB or its facilities shall contain a disclaimer statement stating; "EWEB furnishes public meeting rooms as a community service and does not sponsor or endorse activities or groups using EWEB's public facilities";
- ____ 4) No smoking or intoxicating substances of any kind is allowed including alcoholic beverages. Anyone visibly intoxicated and/or disruptive will be denied access to EWEB property.
- ____ 5) There is no charge for canceling a reservation previously made. Please call (541) 685-7000;
- ____ 6) Tables and chairs will be provided for your meeting but you or your group will be required to set up the tables and chairs and return them to their original setting; **Table and chairs are not allowed outside.**
- ____ 7) It is understood that the rooms must be kept clean, with furniture returned to specified locations; garbage and trash must be deposited into the proper containers; **activities of group members and guests must be restricted to room reserved and not exceed room capacity** (see reverse side); sound levels should not be disruptive to users of other meeting rooms or plaza; users need to be conscious of building security;
- ____ 8) Food is permitted in the North Building meeting rooms: coffee, soda, cookies, donuts, pizza, sandwiches etc. for non-EWEB activities., A \$40.00 fee will be charged for disposal and cleanup.

- ____ 9) No use of any open flame(s) is permitted;
- ____ 10) On behalf of the above organization, it is agreed that I and the organization I represent, shall indemnify and hold EWEB, its officers, agents and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of the organization or any of its members or guests during its use of the facility under this application, including loss, theft or damage of equipment left in building;
- ____ 11) On behalf of the above organization, it is agreed that during use of the facility the organization for which this meeting has been scheduled will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, mental or physical limitations, sexual orientation, religion or sex;
- ____ 12) I certify that I am the authorized representative of the above organization, and that I agree to the above regulations and policies;
- ____ 13) I understand that violation of the above policy and guidelines, creation of a disturbance, or willful damage of any property or equipment may require action by EWEB for collection of damages and will jeopardize future use of the facility.
- ____ 14) **I AGREE TO NOTIFY EWEB SECURITY PRIOR TO DEPARTURE BY CALLING (541)341-3777 OR IN-HOUSE EXT 3777.**
- ____ 15) **Parties (baby showers, receptions, birthday parties, etc.) may not be held at EWEB.**

A copy of your reservation will be sent to you confirming your meeting date. Please be sure to bring a copy of your reservation with you on the day of the meeting. EWEB's Security Officer will meet you at the North Building door at designated arrival time. We sincerely hope that you enjoy EWEB's facilities.

Applicant's Signature: _____ Date: _____

EWEB reserves the right to use these facilities at any time; however, reservations will not be canceled without at least 24 hours notice.

EWEB reserves the right to exclude any individual or groups from the premises.

Questions concerning the use of these facilities or available furnishings should be directed to EWEB at (541) 685-7591.

ROOM CAPACITY

Community Room Capacity - 55 people

Training Center Capacity - 83 people

Mail application to EWEB : PO BOX 10148 EUGENE, OR 97401

FAX NUMBER: 541 484-3762

DELIVER TO 500 E 4th AVE. EUGENE, OR 97440