

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT BOARDROOM/MEETING ROOM	13	3/4/85	11/05/03

PURPOSE

To establish rules and procedures for use of the District Boardroom/meeting rooms for purposes other than Otay Water District activities.

BACKGROUND

The District Boardroom is primarily utilized for meetings of the Otay Water District Board of Directors, public hearings and other District activities. Frequently, the District receives requests from various agencies, groups or committees to utilize the Boardroom or other meeting room facilities.

POLICY

Arrangements for such use shall be made in advance by filing a District Application for use of District Facilities form which shall specify the rules and regulations pertaining thereto. Said rules and regulations shall include:

1. The application must be made by a resident of the District who is also a duly-appointed representative of the association or group seeking to use the Boardroom or meeting facilities. The group or association must consist primarily of District residents.
2. Priority of uses:
 - a. Otay Water District related meetings have first priority.
 - b. Government agencies.
 - c. Non-profit or public benefit organizations consisting primarily of District residents.
3. The Boardroom shall be available no later than 10:00 p.m. on weekdays. It shall not be available weekends or holidays.
4. No smoking, food or beverages.
5. A cleaning deposit of \$150 shall be required from groups other than government agencies.
6. The group/association shall agree to defend, hold harmless and indemnify the District from any liability arising out of the use of District property and shall obtain insurance in

OTAY WATER DISTRICT
BOARD OF DIRECTORS POLICY

Subject	Policy Number	Date Adopted	Date Revised
USE OF DISTRICT BOARDROOM/MEETING ROOM	13	3/4/85	11/05/03

the amount of \$1,000,000 with the District named as an additional insured. Governmental entities shall not be required to obtain insurance.

7. The group/association shall be liable for all theft and/or damages to equipment, furniture, etc. that may occur during their use of the District's facilities.
8. No admission fee may be charged by the user.
9. No games of chance, lottery or gambling of any kind.
10. No illegal activity shall be permitted.
11. Minor children must be supervised at all times while on District property.
12. No decorations may be affixed to furniture, walls, ceilings or fixtures.
13. No animals are allowed except assistance/service dogs.
14. District telephones are not available for public use.