



## Indoor Facility Use Policy

LOTT indoor facilities available for use by authorized groups include the Board Room, and the Water Education and Technology (WET) Science Center Classroom and Exhibit Gallery. All of these spaces are inside LOTT’s Regional Services Center building. It is LOTT’s desire to provide all users of LOTT’s public facilities with a positive and safe experience. Please read the following guidelines and, if you wish to reserve a facility, fill out LOTT’s facility use application, indicating that you have read and will abide by this policy. Applications will be reviewed, and approved or rejected based on the policies provided here.

### Facilities Available for Use

| Room            | Capacity   | Available Equipment  |
|-----------------|--|--|
| Board Room      | Maximum: 120 standing<br>Maximum: 80 with chairs<br>Maximum: 40 with chairs and tables | Tables, chairs, easels, phone,<br>projector, laptop, sound, and screen |
| Classroom       | Maximum: 39  | Tables, chairs, easels, phone,<br>projector, laptop, sound, and screen |
| Exhibit Gallery | Maximum: 135   | Interactive exhibits   |

### Eligibility

1. The LOTT Board Room and WET Science Center Classroom and Exhibit Gallery may be reserved for meetings or workshops by:
  - a. Public entities such as one of LOTT’s partner jurisdictions, state government, Port of Olympia, or other public entity;
  - b. Non-profit groups with which LOTT shares an affiliation and/or a similar mission;
  - c. Groups co-sponsoring an event or activity with LOTT;
  - d. Other groups that share educational goals and/or a mission similar to LOTT, provided the primary purpose of the use is to utilize LOTT’s educational facilities and such use is not political or commercial in nature;
  - e. Community organizations with which a LOTT staff member is affiliated;
  - f. Other allowable uses will be determined by the Executive Director or designee.
  
2. Use is not intended to support routine, reoccurring meetings.

### **Application Process**

3. Facility use applications should be delivered to LOTT or sent by email to [facilityuse@lottcleanwater.org](mailto:facilityuse@lottcleanwater.org) at least **30 days** before the date of the event. Applications are available at [www.lottcleanwater.org](http://www.lottcleanwater.org) or may be requested via email.
4. LOTT, at its sole discretion, will determine whether an application meets the use policy requirements. All applications are reviewed by LOTT's facility use review committee. The committee approves or rejects applications based on the eligibility requirements listed here, as well as staffing and scheduling considerations.
5. Applicants will be contacted within 10 business days of receiving the application and notified of the status of their application.

### **Scheduling Availability**

6. LOTT facilities may not be scheduled for more than two consecutive days. LOTT's facilities are not available on Sundays or on the following observed holidays: Martin Luther King Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and the day after, Christmas Day, and New Year's Day. Scheduling may be subject to other anticipated building closures.
7. LOTT activities/meetings have priority over other groups when scheduling facilities. LOTT reserves the right to cancel an approved facility use request if needed to accommodate LOTT activities. On those rare occasions when this occurs, LOTT will attempt to reschedule the facility use date or room location with the user.
8. LOTT facilities are generally available Monday through Friday from 8 a.m. to 9 p.m. with limited availability on Saturdays from 9 a.m. to 4 p.m. The WET Science Center Classroom and Exhibit Gallery are not available on Saturdays.
9. The WET Science Center is open to the public Monday through Saturday, 10 a.m. to 4 p.m. Groups using LOTT facilities will share the Exhibit Gallery space with the public during these times.
10. Room reservations may be made up to one year in advance, or longer with approval of the Executive Director or designee, and are taken on a first-come, first-serve basis. LOTT reserves the right to change room assignments if conflicting needs arise.
11. Cancellations: Applicants are required to notify LOTT at least 48 hours prior to a scheduled event of any cancellation of previously scheduled facility use. If user fees are associated with an event and the event is cancelled, but LOTT is not notified of the cancellation at least 24 hours before the scheduled event, the applicant will be charged the user fees regardless. In the event of inclement weather or other emergency conditions, LOTT reserves the right to cancel or reschedule scheduled events.

## **Insurance Requirements**

12. The sponsoring organization and the applicant are responsible for the safety and conduct of their event participants. The applicant must agree to the liability and insurance requirements included here, unless LOTT is a co-sponsor of the event or LOTT's Executive Director waives the requirement. Organizations are required to provide evidence of liability coverage with limits of \$1 million occurrence and \$2 million aggregate and an endorsement naming LOTT an additional insured. LOTT may request increased liability or other additional coverage if it determines the nature of the requested use so warrants. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to LOTT. Low-cost Special Events Liability Insurance may be available through Entertainment Brokers International: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip) using the code "LOTT All Events (Olympia) 0465-301". By reference to this website LOTT does not confirm availability or adequacy of coverage offered.

## **Uses and Prohibitions**

13. The applicant or a designated representative must be available for the duration of the event to serve as the event host. The host must be stationed near the entrance of the event upon arrival and be prepared to greet participants, direct them to the meeting space, answer questions, control access to the rest of the building, and deal with issues that may arise.
14. The use of alcoholic beverages, tobacco products, e-cigarettes, marijuana, or any illegal substances is prohibited by LOTT on LOTT's property. Profane language and/or other objectionable conduct may result in barred use of facilities. Boisterous conduct, betting, or other forms of gambling are prohibited on LOTT grounds. Applicant is required to report any such conduct to LOTT staff immediately or, in the absence of staff, to the police department with jurisdiction at the event site.
15. Events must be conducted in approved areas only.
16. For uses after normal business hours, a LOTT employee will be in attendance 30 minutes prior to, as well as during, a scheduled event. If the WET Science Center is in use after business hours a LOTT employee will staff the exhibit gallery. A member from the user group must also be available to assist with supervision of the exhibit gallery.
17. When minors are in attendance, there must be at least a 1:15 ratio of adults to persons under age 18. Exceptions to this rule may be granted by the Executive Director or designee.
18. Food/Beverage: No food or drinks are allowed in the Exhibit Gallery. Refreshments may be served in the Board Room or Classroom. LOTT does not allow alcoholic beverages to be served or consumed onsite. LOTT does not provide refreshments, coffee makers, or kitchen access. Users may engage outside catering services, but caterers must be prepared to provide services without access to an onsite kitchen.
19. Waste Reduction/Disposal: Groups are encouraged to minimize and reduce waste as much as possible during events at LOTT facilities. Waste receptacles are provided in the Board Room and Classroom for mixed recycling (plastic/aluminum/paper/cardboard; no glass), compostables (food waste/plant waste/brown paper napkins/brown paper bags), and garbage. For large-scale events, as determined by LOTT, the group is responsible for providing waste receptacles and waste/recycling/compost removal to adequately service the event.

20. Set-up/Clean-up: LOTT staff will set up tables and chairs in a configuration specified by the user in advance (see Appendix A for Board Room set-up options). Users are responsible for all other room set-up. A group may use LOTT equipment such as tables, chairs, and easels that are located in the approved room, but furniture may not be removed from a room without prior approval. Contents of cupboards may not be used. After use, the room must be returned to its original configuration and condition. This includes waste placed in proper containers, boards erased, spills wiped up, and signs/decorations removed.
21. Decorations/Signs: No tacks, tape, putty, wire, or staples are allowed on wall surfaces or other surfaces. Easels and magnets are available for use to display signs, charts, and posters. The need to use these items should be indicated on your facility use application.
22. Free-standing signs (i.e. a-boards) announcing the event may be posted outside the door no earlier than one hour before the event and must be removed at the event's conclusion.
23. Balloons/Candles: No balloons, glitter, or confetti are allowed. No candles, incense, or fires of any kind are allowed.
24. Audio/Visual (A/V) Equipment: Only qualified LOTT staff may operate the A/V equipment in the Board Room. Fees may be associated with A/V staff support.
25. Other Services: LOTT does not provide access to copy machines, office supplies, or flip charts/tablets. LOTT cannot provide change for parking meters. Wi-Fi is available in the Board Room, WET Science Center, and Classroom;  
\*Network: LOTT-Guest-WiFi, Password: 500adams
26. Amplified Sound: Sound levels must not interfere with other activities at LOTT facilities or be at a level that could disturb business or residential neighbors.
27. Firearms: Firearms or other dangerous weapons are prohibited on LOTT's grounds unless the possessor is a law enforcement officer or other person required by law to possess such a weapon, as determined by the Executive Director or designee.

#### **Access**

28. All exterior doors shall remain locked during functions that take place after 5 p.m., with the exception of the designated entry point for the event. Propping doors open after hours is not allowed, except during loading and unloading.
29. Board Room access from 5 p.m. until 9 p.m. is limited to the designated entry point for the event. LOTT can provide a-board signs to guide visitors from the front parking lot to the event entry point.
30. During evening events, the swinging door between the Board Room and the Exhibit Gallery shall remain open to provide access to emergency exits, the bathrooms, and drinking fountain. If needed, theater rope and stanchions will be used to limit access to the Exhibit Gallery.

31. Limited free parking is available in the lot west of the building. Event attendees should come prepared to pay for metered street parking from 8 a.m. to 5 p.m. Monday through Friday.
32. There is no loading zone for the building. To transfer supplies from the parking lot to the meeting room, please use a rubber-wheeled cart to avoid scratching floors. LOTT can provide this equipment.

**Fees**

33. The use of LOTT facilities primarily for financial gain, as determined by LOTT, is prohibited. Fees are only allowed for cost recovery.
34. LOTT will assess reasonable fees for direct costs incurred in association with use of the facilities, as indicated below. Security may be required for after hours or Saturday events open to the public.
35. LOTT is entitled to reimbursement of any expenses caused by violation of this policy. This provision in no way limits LOTT’s rights to recover fees and costs for any damage resulting from this agreement.
36. Invoicing by LOTT typically takes place after the event, within 30 days. Fees must be paid within 20 days of invoicing by LOTT.
37. Groups who do not remit required use fees within 20 days of being invoiced by LOTT are subject to denial of future use of LOTT facilities.
38. In rare instances, LOTT may withdraw permission prior to a requested event if it later (after approval) discovers such event is not appropriate. If permission is withdrawn, LOTT will refund any fees paid by applicant.
39. Co-sponsorships: LOTT may choose to co-sponsor events that are mission related and make use of LOTT educational facilities, provide a benefit to LOTT, or that are offered by organizations of which LOTT is a member. LOTT’s Senior Leadership Team will evaluate the request, determine the terms of sponsorship, and approve or reject the request.

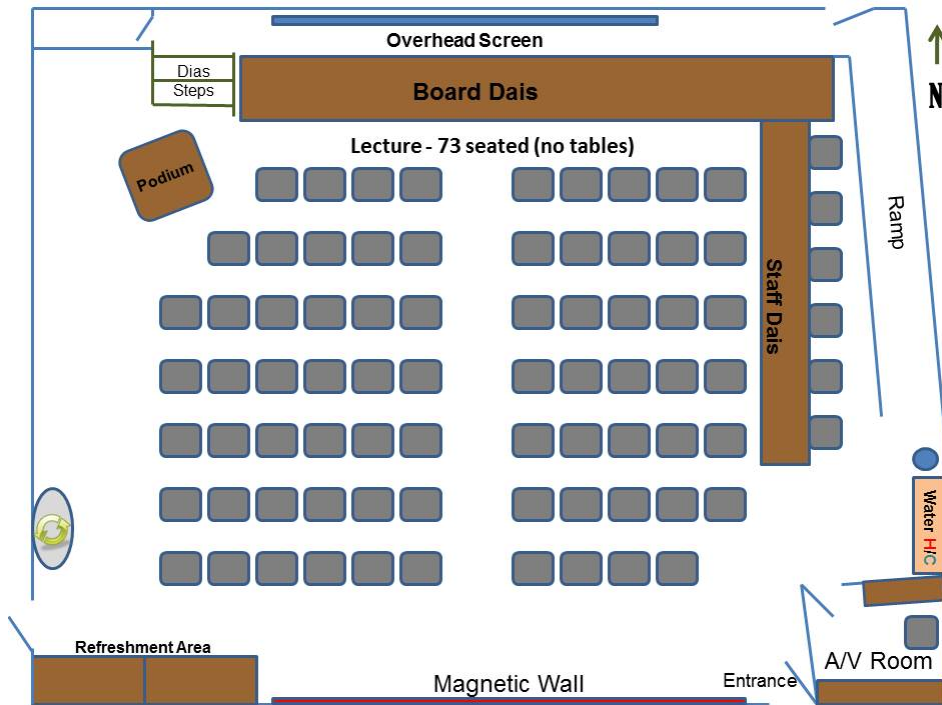
|               | <b>Fees</b>   | <b>Type/Time of Use</b>                                    | <b>Staffing Requirements</b>                        |
|---------------|---|--|---|
| <b>Type 1</b> | Base fee of \$50  | Regular hours of 8 a.m. to 5 p.m.                          | On-duty staff support                               |
| <b>Type 2</b> | Base fee of \$50;<br>Plus \$51 per hour for staff support outside of regular hours  | Saturdays and after hours events;<br>Security not required | On-duty staff support and/or overtime staff support |
| <b>Type 3</b> | Base fee of \$50;<br>Plus \$51 per hour for staff support;<br>Plus \$80 flat fee for up to 4 hours of security;<br>Plus \$20 for each hour of security thereafter | Security required (events open to the public)              | Overtime staff support, security personnel          |

Questions about use of LOTT facilities can be directed to Kelsey Browne at 360-528-5716 or [kelseybrowne@lottcleanwater.org](mailto:kelseybrowne@lottcleanwater.org).

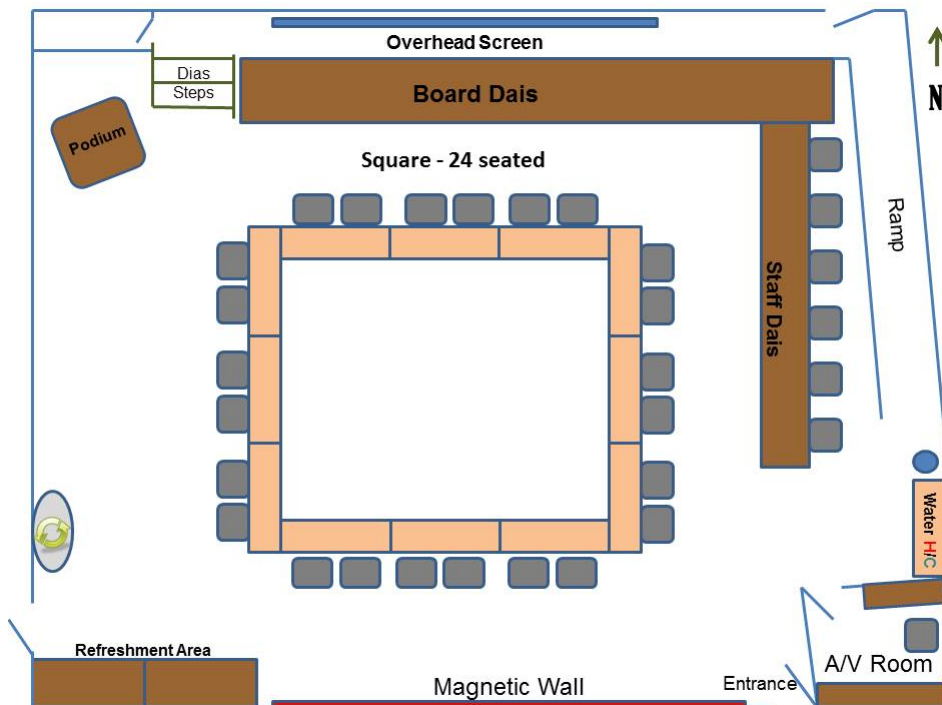
NOTE: The Executive Director or designee may waive or modify this policy at any time.

**Appendix A – Facility Use Policy  
Board Room Set-Up Examples**

**Board Room Lecture Floor Plan – will accommodate up to 73**

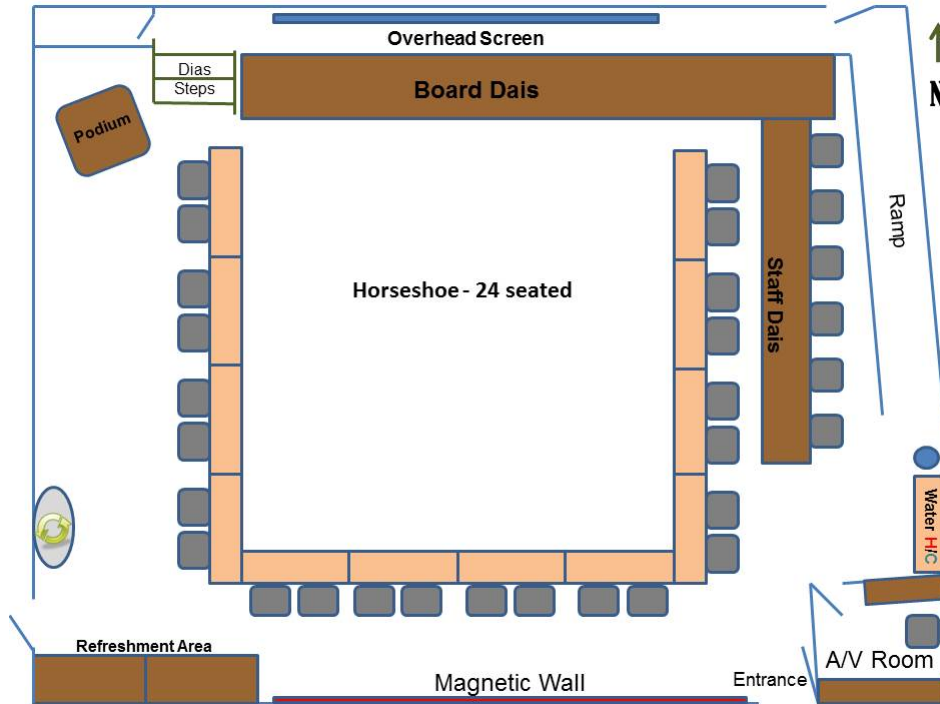


**Board Room Square Floor Plan – will accommodate up to 24**

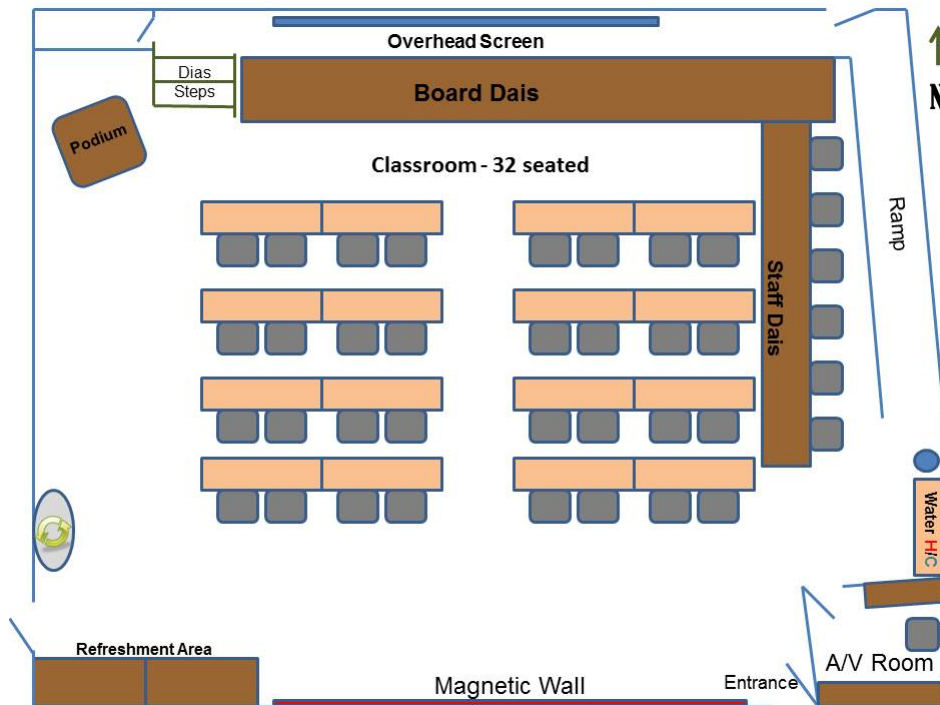


**Appendix A – Facility Use Policy  
Board Room Set-Up Examples**

**Board Room Horseshoe Floor Plan – can accommodate up to 24**

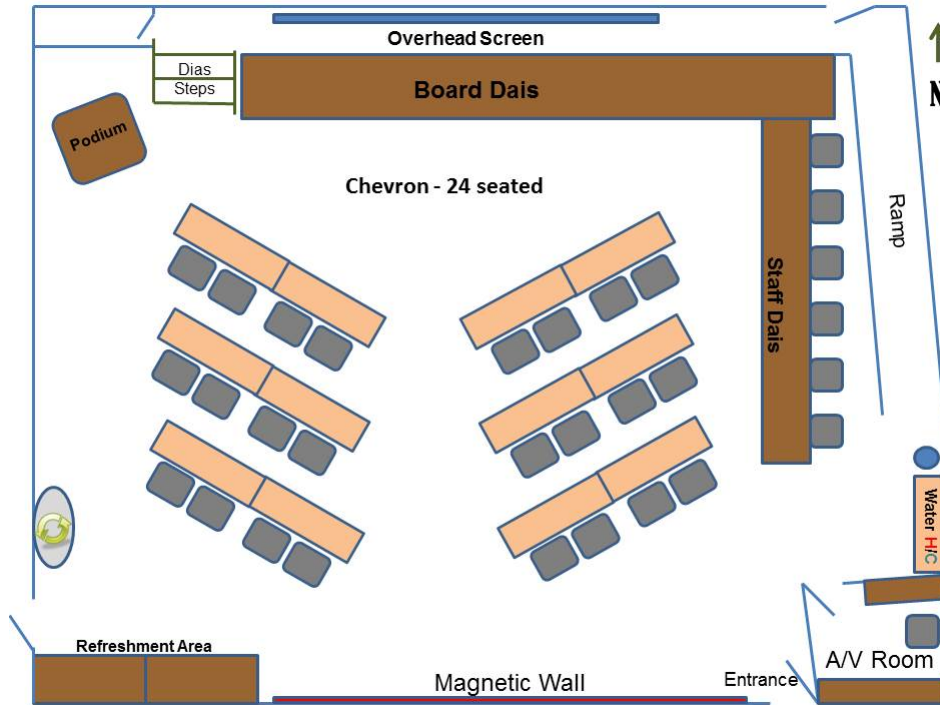


**Board Room Classroom Floor Plan – can accommodate up to 32**



**Appendix A – Facility Use Policy  
Board Room Set-Up Examples**

**Board Room Chevron Floor Plan – can accommodate up to 24**



**Board Room Small Groups Floor Plan – can accommodate up to 40**

