



Indoor Facility Use Policy

LOTT would like to provide all facility users with a safe and positive experience. Please review the following guidelines before requesting a facility reservation. Indoor LOTT facilities available for use by approved groups include the Board Room, and the WET Science Center Classroom and Exhibit Gallery. All of these spaces are inside LOTT’s Regional Services Center building.

To reserve a facility, please 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 described here.

Available Facilities

Room	Capacity	Available Equipment
Board Room	Maximum: 120 standing Maximum: 80 with chairs Maximum: 45 with chairs and tables	Tables, chairs, easels, whiteboard, power strips, a-boards, projector, screen, laptop, sound, conference phone, and video recording (additional fees may apply)
Classroom	Maximum: 39	Tables, chairs, easels, whiteboard, a-boards, projector, screen, laptop, sound, and conference phone (additional fees may apply)
Exhibit Gallery	Maximum: 135	Easels and a-boards

Eligibility

1. The LOTT Board Room, and the 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, government agencies, ports, utilities, or other public agencies;
 - b. Non-profit groups with which LOTT shares an affiliation or similar mission;
 - c. Groups co-sponsoring an event or activity with LOTT;
 - d. Other groups that share educational goals or a mission similar to LOTT, provided that the primary purpose of the facility use is to utilize LOTT’s educational facilities, and such use is not political, religious, or commercial in nature;
 - e. Community organizations with which a LOTT staff member is affiliated;
 - f. Other allowable uses as determined by the Executive Director or designee.

2. Use is not intended to support routine, reoccurring meetings.

Application Process

3. Completed applications must be submitted to LOTT at least **30 days** before the date of the event. Applications are available at 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 are generally available Monday through Friday, from 8 a.m. to 5 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 and are often unavailable on weekdays when in use for school and community education programs. Meeting space may be available on a limited basis weekday evenings until 9 p.m., with additional fees.
7. LOTT facilities may not be scheduled for more than two consecutive days. 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 Friday after, Christmas Day, and New Year's Day. Scheduling may be subject to other anticipated building closures.
8. The WET Science Center is open to the public 10 a.m. to 4 p.m., Monday to Saturday, and is located next to the Board Room. During these times, groups using LOTT facilities will share bathrooms and the Exhibit Gallery with the public and any scheduled education program groups.
9. LOTT activities and meetings have priority over other groups when scheduling facilities. LOTT reserves the right to cancel reservations or switch rooms for an approved facility use request if needed to accommodate LOTT activities. On the rare occasions when this occurs, LOTT will attempt to reschedule room assignments or reservation dates with the user.
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.
11. Cancellations: Applicants are required to provide LOTT with a cancellation notice at least 24 hours prior to a scheduled facility use event. Applicants may be charged any applicable user fees regardless of event cancellation if LOTT is not given sufficient notice. In the event of inclement weather or other emergency conditions, LOTT reserves the right to cancel or reschedule approved events.

Insurance Requirements

12. The sponsoring organization/applicant is responsible for the safety and conduct of 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 or designee 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 30 day's written notice to LOTT. Low-cost Special Events Liability Insurance may be available through [One Beacon Entertainment](#) using the code "0465-301" for venue "Washington Cities Insurance Authority - LOTT all events - LOTT Clean Water Alliance". By reference to this website, LOTT does not confirm availability or adequacy of coverage offered.

Uses & 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 available upon arrival 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. Events must be conducted in approved areas only. A LOTT employee will be onsite and available to the user group during all scheduled events.
14. The use of LOTT facilities by religious, political, or commercial organizations is prohibited. The use of LOTT facilities strictly for financial gain, as determined by LOTT, is prohibited. Fundraising and for-profit fees are not allowed. Event fees may be allowed solely for cost recovery. LOTT facilities may not be reserved for birthday parties or private events.
15. The use of alcoholic beverages, tobacco products, e-cigarettes, marijuana, or any illegal substances is prohibited 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.
16. 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.
17. When minors are in attendance, there must be at least a 1:15 ratio of adults to persons under age 18.
18. Food/Beverages: Refreshments may be served in the Board Room or Classroom. No food or drinks are allowed in the Exhibit Gallery. Users may engage outside catering services to provide food/beverages, but caterers must be prepared to provide services without access to an onsite kitchen. LOTT does not provide refreshments, coffeemakers, or kitchen access. LOTT does not allow alcoholic beverages to be served or consumed onsite.
19. Waste Reduction/Disposal: Groups are encouraged to minimize and reduce waste as much as possible during events at LOTT facilities, including requesting compostable disposables from vendors. Waste receptacles are provided in the Board Room and Classroom for mixed recycling (plastic/metal/paper/cardboard; no glass), compostables (food waste/plant waste/food-soiled paper products), 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 serve 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. After use, the user must return room to its original condition. This includes placing waste in proper containers, basic room clean up, and retrieving all belongings.
21. Decorations/Signs: No tacks, tape, putty, wire, or staples are allowed on walls or other surfaces. Easels and magnets are available for use to display signs, charts, and posters. No balloons, glitter, or confetti are allowed. No candles, incense, or fires of any kind are allowed.
22. Free-standing signs (i.e. a-boards) announcing the event may be posted outside the building or room no earlier than one hour before the event and must be removed at the event's conclusion.
23. 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.
24. Audio/Visual (A/V) Equipment: Only LOTT staff may operate A/V equipment. Fees may be associated with A/V staff support. Users who plan to use A/V system must indicate this on their application to ensure LOTT support staff availability.
25. The LOTT Board Room has the capability to video record meetings for an additional fee. Groups using LOTT's video system must coordinate directly with Thurston Community (TC) Media staff to run the LOTT equipment and coordinate TC Media's scheduling and additional hourly fees. Only LOTT staff or TC Media staff are allowed to handle the equipment or enter the Board Control Room. In the event applicant violates this agreement, handles the equipment, and/or causes damage to any of this equipment, applicant will be responsible for damages.
26. Other Services: LOTT does not provide access to copy machines, office supplies, easel paper, or markers. LOTT cannot provide change for parking meters. WiFi is available in the Board Room, WET Science Center, and Classroom (Network: LOTT-Guest-WiFi, Password: 500adams).

Access

27. All exterior doors, with the exception of the designated entry point(s) for the event, shall remain locked during functions that take place after 5 p.m. Propping doors open after hours is not allowed. 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.
28. Limited free parking is available in the lot west of LOTT's Regional Services Center. Event attendees should come prepared to pay for metered street parking Monday through Friday from 8 a.m. to 5 p.m.
29. 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

30. LOTT will assess reasonable fees for direct costs incurred in association with use of the facilities. Security may be required for community and after hours events. See LOTT Indoor Facility Use fee sheet or contact LOTT for event-specific fee quotes.
31. 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 use of facilities.
32. Invoicing by LOTT typically takes place after the event, within 30 days. Fees must be paid within 20 days of invoicing by LOTT. Payments may be made by check only. Credit card payments are not accepted.
33. Groups who do not remit required use fees within 20 days of being invoiced by LOTT are subject to late fees and/or denial of future use of LOTT facilities.
34. In rare instances, LOTT may withdraw permission prior to a requested event if, after approval, LOTT subsequently determines such event is not appropriate.
35. 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, at its sole discretion, will determine whether to approve or reject co-sponsorships.

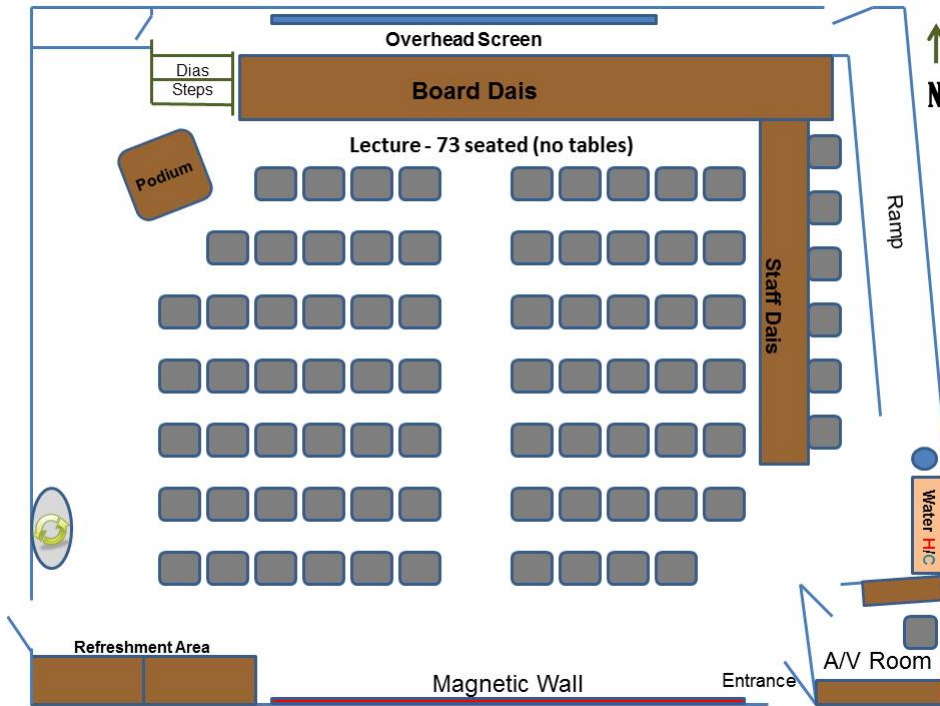
The Executive Director or designee may waive or modify this policy at any time.

Contact Information:

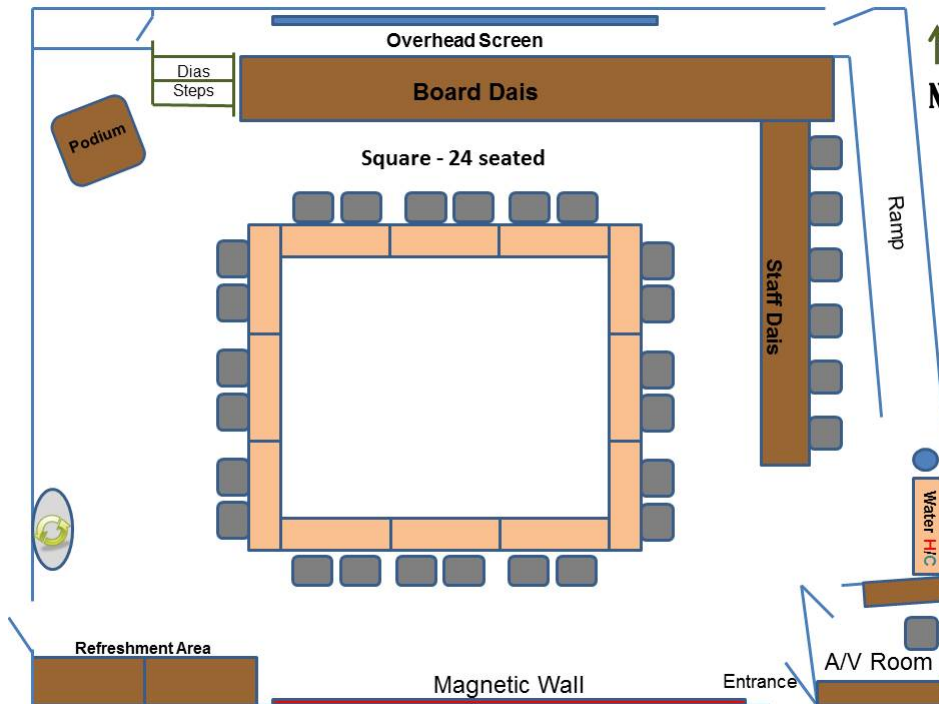
Questions about LOTT facility use can be directed to
Kelsey Browne at 360-528-5716 or facilityuse@lottcleanwater.org.

Appendix A – Board Room Set-Up Examples

Board Room Lecture Floor Plan – will accommodate up to 73

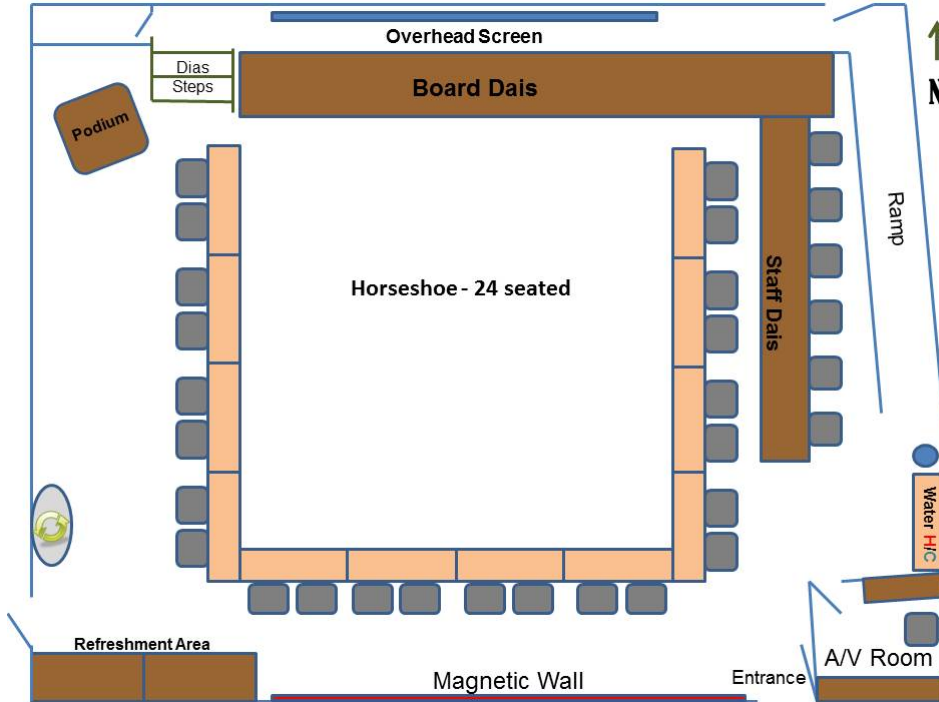


Board Room Square Floor Plan – will accommodate up to 24

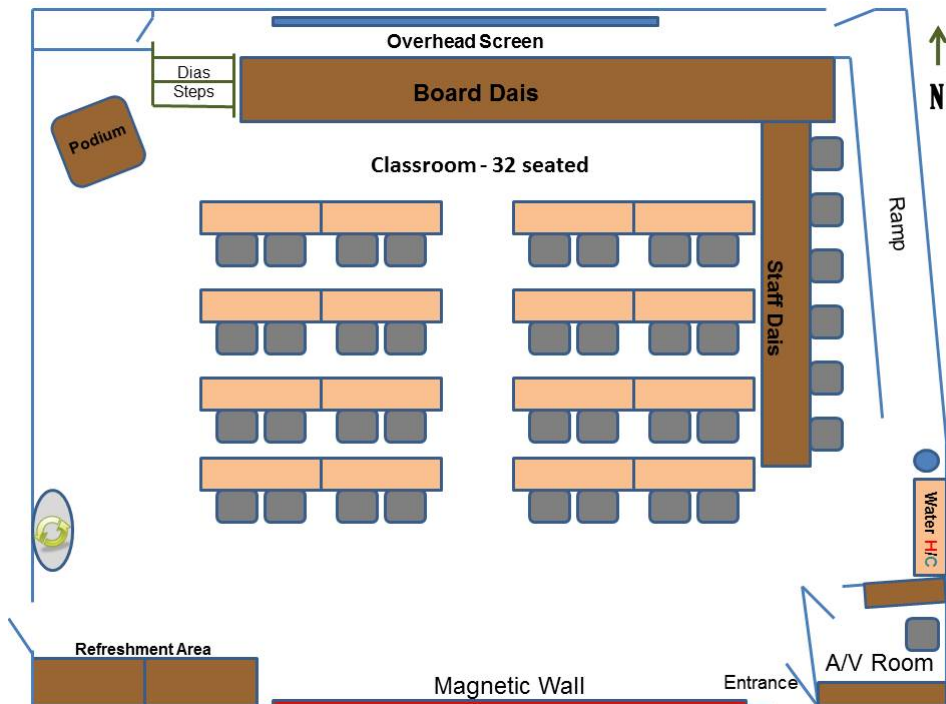


Appendix A – Board Room Set-Up Examples

Board Room Horseshoe Floor Plan – can accommodate up to 24

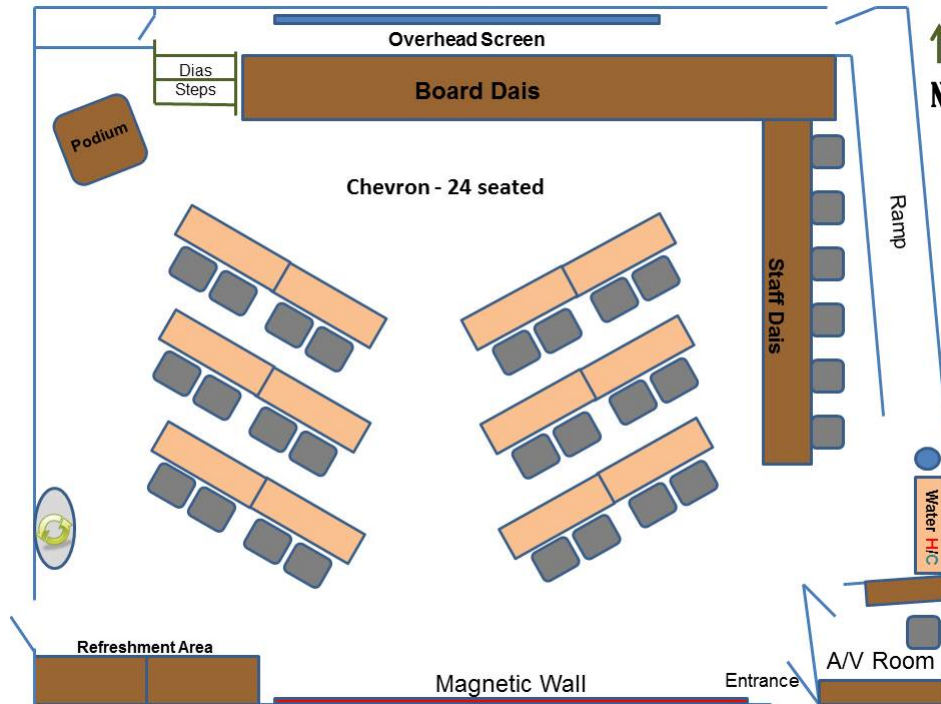


Board Room Classroom Floor Plan – can accommodate up to 32



Appendix A – 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

