

DRAFT FACILITY USE POLICY

July 31, 2017

This is a policy governing the use of the IVGID facility known as the Donald W. Reynolds Non Profit Center (DWR) and the permanent residence of IVGID Administrative offices as of _____.

The primary use of the DWR is to house IVGID and PTCF and its tenants. The secondary use of the DWR is to conduct other public meetings of interest to the local community.

The following process shall be used:

1. Non-IVGID and non-PTCF public meetings may be scheduled within the DWR by the District General Manager or designee. The discretion for each meeting rests with the District General Manager or designee and no explanation is necessary when either accepting or declining holding of a meeting. Generally speaking, meetings conducted within the DWR shall be of interest to the local community.
2. The fee for the usage, when an IVGID Staff member is required to secure the building after the meeting ends, is \$40 per hour with a thirty minute additional period, at the start and at the end, to cover set up and clean up. As an example, a homeowners association desires to hold a meeting at the DWR on a Saturday at 9 a.m. They anticipate that it will last until 11:30 a.m. IVGID Staff will arrive at 8:30 a.m. and set the room, they will stay for the duration of the meeting, which ends at 11:30 a.m., and then they will clean up the room, i.e. reset and/or take out trash, etc. and depart the DWR. The homeowners association will be from 8:30 a.m. to 12 p.m. or a total fee of 3.5 hours or \$160.
3. The fee for usage, during generally accepted business hours of 8 a.m. to 5 p.m. (PST), will be free and it will be based upon availability.
4. No fee shall be charged for an IVGID event.
5. Should a special event such as a fundraiser, social hour, networking event, etc. where food and alcohol is served, IVGID will be the provider of such services.

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6. No outside food and/or beverage, including alcohol, will be allowed within the DWR for events and/or meetings. If a meeting needs such services, IVGID must be contacted so they can be arranged. If IVGID services are not available, other arrangements may be worked out between the parties with mutual agreement.
7. All users are responsible for the respectful and tasteful use of the DWR and other IVGID policies and/or policies and/or resolutions, etc. may apply to usage of facilities depending upon entity.