



## Pike Pine Community Room Rental and Use Policy

Community Roots Housing's Pike Pine Community Room provides meeting space to our office, 12<sup>th</sup> Ave Arts tenants, and the community as a public service.

**Eligible users:** The Pike Pine Community room is available for use by 12<sup>th</sup> Ave Arts tenants, nonprofit public and/or social service organizations, and neighborhood and community groups based in King County.

**Hours of availability:** The community room is available for booking Monday through Sunday, from 7 a.m. to 10 p.m. The Community Roots main office is open Monday through Friday, from 8:00 a.m. to 5:00 p.m.

**How to book the meeting room:** Organizations booking the room for the first time must email Community Roots Housing staff at [meetingroominfo@communityrootshousing.org](mailto:meetingroominfo@communityrootshousing.org) to be set up with a login for the booking system. You will be emailed a link to the system when you are set up. Organizations will have access to book the room on their own once they have a login.

There will be a 30-minute window between each booking. Please note organizations will be allowed to book a maximum of 20 hours per week.

Reservations may be made in late fall for the following year.

**Building access:** If your meeting starts before 8 a.m., or is on a weekend, the building will be locked and can only be accessed with a security key fob. The elevator will also require a fob for access. Please make arrangements to check out the keys and fob on the business day prior to your event, if you do not already have a fob and key. The user will be responsible for letting all meeting attendees in during these times using the key fob provided. Please do not prop open the main door of the building. On weekdays, please check in with the Community Roots Housing main office receptionist just prior to the start time of your room reservation during normal business hours to gain entry to the room.

**Certificate of liability:** For community organizations, a Certificate of Liability with CRH named as additional insured in the amount of \$1 million will be requested at the time the reservation is made and must be received prior to the date of room use. Community Roots Housing will maintain certificates for future reference. This requirement may only be waived by an authorized representative of Community Roots Housing. The certificate needs to be made out to Twelfth Avenue Arts Associates, LLC. For organizations needing help acquiring a certificate of liability, please go to [eventhelpers.com](http://eventhelpers.com).

**Damage deposit:** While there is no cost to use the room, for community organizations we do require a damage and keys deposit of \$100 in the form of a check written to **Twelfth Avenue Arts Associates, LLC** to secure your booking. After the meeting, upon returning the key and fob, and if there is no damage, your check will be returned to you, unless prior arrangements have been made to keep the deposit for future bookings. If there is damage, please notify us immediately.

**Confirmation:** A confirmation email will be sent at the time of the booking to the email address of the person making the reservation. A reminder email will be sent out two days prior to the event.

**Cancellations:** Please provide at least 24 hours notice if you must cancel your room reservation.

**Restrictions on use:** Due to Community Roots Housing's status as a Public Development Authority, the following uses are not permitted:

- Any meetings political or religious in nature.

**CRH's general policy does not permit the following uses:**

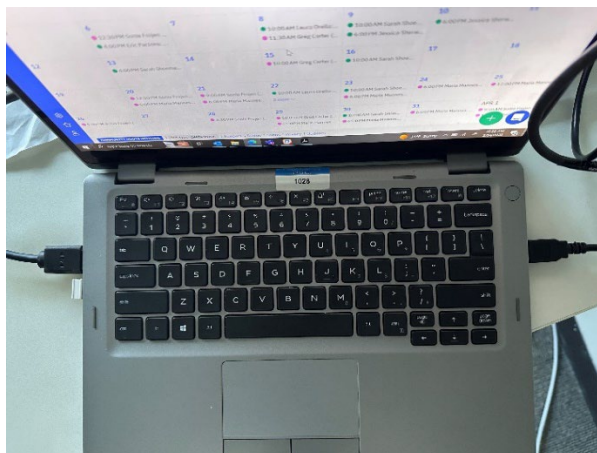
- Youth programs with less than 2 adults per 10 children.
- Meetings in excess of the legal capacity of the meeting room, which is 49 persons.
- Private parties or receptions.
- Events where admission or fees are collected as a requirement of participation.
- Fundraisers.

Please note that the user shall be responsible for securing any required permits and licenses for use of the facility for the event, at the user's expense. Only the booking organization may use the meeting room in accordance with the terms of this agreement and only for the purpose expressly described when booking the room. User shall not use Community Roots Housing's name to suggest endorsement or sponsorship of an event without the prior written approval of CRH. The key and fob are not to be loaned to any other organization or individual.

**Deck policy:** The deck connected to the community room may be used during meeting breaks between the hours of 8:00 a.m. and 8:00 p.m., but please be mindful of noise, as it affects our residential neighbors. Social events on the deck are not permitted. Smoking is strictly prohibited.

**Room amenities:** The use of community room comes with a whiteboard, six 6-ft rectangular rolling conference tables, three 6-ft rectangular folding banquet tables, fifty chairs, and Wi-Fi. The Wi-Fi password will be shared with you when you pick up the keys to the room. It will work for 24 hours after first use and can be used for as many devices as you require.

**Audio-Visual:** There is a television mounted on the wall in the room. Due to staff limitations, we cannot provide any technical support for your event. Please plug in both cords (HDMI and USB) to duplicate the laptop screen onto the TV. (See Image Below HDMI on Left Input and USB on Right Input)



**Signage:** Do not tape any directional signage to any walls in the building or they will be removed. If you have a directional sign, please notify us and we can provide a sign stand for you to insert it. The stand holds a horizontal 8 ½ x 11 sheet of paper.

**Restrooms:** The restroom codes are posted on the wall inside the community room next to the entry door. There is an all-gender restroom on the first floor of the building.

**Set up, clean up, occupancy, protection of facility, general information:**

- All surfaces need to be wiped off at the end of use.
- *COVID-19 related expectations:*
  - *All guests will be expected to follow King County COVID-19 guidelines while in building.*
- Renter, its attendees, and all others involved in the meeting will not be permitted access to the community room before or after the event time period. The start time and end time you book should include the time needed to set up and clean up the facility.
- No animals are permitted, with exception of service animals.
- The entire building is non-smoking, including the deck.
- Open flames and hazardous chemicals are prohibited.
- Alcoholic beverages may be permitted with prior permission and licenses, if necessary.
- No nails, hooks, tacks, screws, glue, or tapes are to be used on any surface.
- Glitter, confetti, sand, rice, or any other substance that causes debris inside or outside the facility is prohibited.
- Ensure all doors are locked before exiting the space, especially the deck door!
- Renters are expected to leave the room clean, with all trash placed in receptacles, and room orderly so that it is ready for the next user. There is a vacuum for use if necessary and, if there is excess garbage, it is the responsibility of the renter to dispose of it. The key to the outside door of the 12AA trash room is included with the room key and fob. If the room is used Friday or over the weekend, it is important to clean up after its use as there is no weekend janitorial service.
- The HVAC system is set to operate between the hours of 7 a.m. and 10 p.m.
- Please be mindful of your noise level, as sounds carry into the theatre below.

**Limitation of Community Roots Housing liability:** The Community Roots Housing Improvement Program is organized pursuant to Seattle Municipal Code (SMC) 3.110 and RCW 35.21.660, 35.21.670, and 5.21.730-.755. RCW 35.21.750 provides as follows: "All liabilities incurred by such public corporation, commission, or authority shall be satisfied exclusively from the assets and properties of such public corporation, commission or authority and no creditor or other person shall have any right of action against the city, town, or county creating such corporation, commission or authority on account of any debts, obligations, or liabilities of such public corporation, commissions, or authority." CRH is not responsible for any damaged, lost, or stolen items.

**Permission to use the community room is revocable at the discretion of Community Roots Housing.**

**Emergency contact:** For a life-threatening emergency please dial 911. For a building emergency, please call 206-204-8777. For a non-life threatening emergency, please call Nelda Jackson at 206-556-3324.

**Space address:** 1620 12th Avenue, Suite 206, Seattle, WA 98122

**Main office contact:** [meetingroominfo@communityrootshousing.org](mailto:meetingroominfo@communityrootshousing.org)

