



3.12 Board Policy: Boardroom Use and Application

Purpose

The purpose of this Policy is to establish clear, consistent guidelines for the use of the Big Bear Area Regional Wastewater Agency (Agency) Boardroom. The Boardroom is a public facility intended primarily for official Agency business. However, in support of community engagement and public service, the Agency allows limited use of the Boardroom by government, non-profit, and community-based organizations under the terms set forth in this Policy.

Policy

This policy is designed to:

- Ensure the Boardroom is used appropriately.
- Protect Agency property and resources from misuse, damage, or disruption.
- Set clear expectations for users regarding scheduling, fees, responsibilities, and prohibited activities.

All applicants must agree to the terms of this Policy and submit a completed Boardroom Use Application (Exhibit A) for consideration. The Agency reserves the right to approve, deny, or revoke access at its sole discretion.

Eligible Users

The Boardroom may be used by:

- Government agencies
 - County, state, or federal elections
 - City, county, state, or federal agency coordination meetings
 - Intergovernmental working groups
 - Water, wastewater, and utility related meetings
 - Emergency services coordination or planning meetings
 - Town halls or public outreach meetings hosted by elected officials
- Nonprofit organizations 501(c)(3) or other recognized tax-exempt entities
 - Public information forums or educational presentations
- Community-based or charitable groups
 - Nonpartisan candidate forums open to the public
 - Public safety or utility focused community briefings

The Boardroom may not be used by:

- Private individuals or families
- For-profit businesses or commercial events
- Political campaigns or partisan activities
- Religious organizations or worship services
- Any group engaging in unlawful, unsafe, or disruptive activities



Scheduling and Applications

- A Boardroom Use Application must be submitted and written approval from Agency staff is required before the Boardroom is officially reserved.
- Applications must be submitted at least 30 business days prior to the requested event.
- Approved applicants may reserve the Boardroom for no more than one time per calendar month.
- The Boardroom is available for use between 8:00 a.m. and 6:00 p.m. Monday through Friday, with a special exception allowing use from 6:00 a.m. to 10:00 p.m. for elections. Each use period is for six (6) hours; events exceeding six (6) hours will incur an additional use fee. No overnight use is permitted.
- The Agency reserves the right to cancel a scheduled use in the event of a conflict with Agency business or emergency.

Fees and Deposits

The following fee structure outlines the costs associated with the use of the Boardroom, based on the use during normal business hours (Monday through Friday from 8:00 a.m. to 3:00 p.m.) or after-business hours (Monday through Friday from 3:00 p.m. to 6:00 p.m.). If any portion of the use occurs after normal business hours, the after-business hours fee will apply, regardless of the start time.

Fees	During Normal Business Hours	After-Business Hours
Non-Refundable Fees		
Use Fee	\$125 per use	\$140 per use
Refundable Fees		
Individually Scheduled Meetings Security/Cleaning Deposit	\$30 per use	\$30 per use
Regularly Scheduled Meetings Security/Cleaning Deposit (up to 12 meetings per year, no more than once per calendar month)	\$100 per year	\$100 per year

Government agencies are exempt from use fees and deposits.

Fees must be received 10 business days prior to the event and will be documented on the Boardroom Fees Collected form (Exhibit B). The Agency only accepts cash or checks for payment. Credit cards and electronic payments are not accepted. Failure to submit payment by the deadline will result in cancellation of the Boardroom use.

The non-refundable use fee is required for each application and covers general costs associated with facility use such as opening and closing of the Boardroom, basic utilities, and administrative processing. The security/cleaning deposit is held to ensure the Boardroom is left in good condition. It will be fully refunded after use if all conditions are met.

Any costs associated with the repair or replacement, due to negligence, of any Agency property including the projector screen, will be deducted from the refundable deposit. The approved applicant will be responsible for any additional costs that exceed the deposit.



Conditions of Use

Approved applicants must comply with the following conditions:

1. General Safety and Facility Access
 - a. The maximum occupancy of the Boardroom is 120 people. This limit must be strictly observed for safety and compliance with fire code.
 - b. Activities must not interfere with Agency operations.
 - c. Only the Boardroom, foyer, and foyer bathroom may be used. No access to offices or other rooms is permitted.
 - d. No use of kitchen facilities is permitted.
 - e. Exits must be kept clear at all times.
 - f. No smoking, vaping, or alcohol is permitted on the premises.
 - g. Adults must supervise minors at a minimum ratio of one adult per 15 minors. Minors are defined as those under the age of 18.
 - h. Any special police, fire, custodial, and/or Agency staff services that may be necessary shall be coordinated in advance and at the approved applicant's expense.
2. Furniture
 - a. A limited number of tables and chairs are available for use. Approved applicants must coordinate with Agency staff in advance to confirm availability.
3. Equipment Use
 - a. A projector screen is available for use. Approved applicants must provide a projector and any computer equipment or cables needed to use their projector. Approved applicants must provide their own microphone and/or sound system.
 - b. Any damage to, or malfunction of, the projector screen must be reported immediately.
 - c. Lights must be turned off before leaving the facility.
4. Signage, Artwork and Decorations
 - a. Any flyers, signage, or event materials must not imply the Agency is affiliated with, sponsoring, or involved in the event.
 - b. Artwork, photos, and fixtures on the walls may not be removed or altered.
 - c. No posters, placards, or other types of signs may be attached to Agency property, including stapling, taping or nailing. Directional signs are permitted and must be removed before leaving the facility.
5. Cleanup and Condition After Use
 - a. The room must be returned to its original condition, with furniture restored and all trash placed in bags and disposed of in the parking lot dumpster.

Liability, Insurance, and Enforcement

The approved applicant accepts full responsibility for any risk, injury, damage, or loss that may arise from the use of the Agency's facilities. The approved applicant agrees to indemnify, defend, and hold harmless the Agency, its officers, directors, and employees from any and all claims, demands, damages, losses, costs, or expenses, including reasonable attorney fees and court costs resulting from or related to the approved applicant's use, occupancy or activities on the premises.

The approved applicant is solely responsible for any accidents or injuries to persons or property arising from their use of the facility. The Agency is not responsible for any personal property



brought onto the premises and is released from liability for any loss, damage, or injury connected to the approved applicant’s use of the facility.

All approved applicants must provide proof of Commercial General Liability Insurance, of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate for bodily injury, personal injury and property damage, at least as broad as Insurance Services Office Commercial General Liability most recent Occurrence Form CG 00 01, naming the Agency, its officials, officers, and employees as an Additional Insured.

Proof of insurance must be submitted within 10 business days of the approved application. Failure to submit the required insurance will result in cancellation of the Boardroom use.

Additional costs for cleaning, repair, or damage beyond the deposit amount are the responsibility of the approved applicant.

Government agencies, while exempt from use fees and deposits, are not exempt from responsibility for any damage to the Boardroom, furnishings, or equipment. The Agency reserves the right to seek full reimbursement from government agencies for any cleaning, repair or replacement costs resulting from their use.

Repeated violations may result in denial of future use.

The Agency does not relinquish control or management of Agency facilities. Agency representatives may enter the premises at any time and on any occasion and have the authority to end an event for the safety and welfare of the public or to protect Agency property.

Reference: Res No. R. 06-2004; Res No. R. 09-2005	Board Adoption Date: 12/17/2025 Is Board Approval/Adoption Required? Yes
Policy Creation: 05/26/2004	Reason: Establish fees.
Policy Revision: 12/14/2005	Reason: Revised fee schedule.
Policy Revision: 2008	Reason: Changes to policy, no changes to fee schedule.
Policy Revision: 12/17/2025	Reason: Updated terms and fees.

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