



**PEBBLE BEACH COMMUNITY SERVICES DISTRICT**

**APPLICATION FOR USE OF DISTRICT BOARDROOM**

**Applicant/Responsible Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Organization or Group applicant represents:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Type of Organization:** Nonprofit \_\_\_\_\_ Government \_\_\_\_\_ Private \_\_\_\_\_ Other \_\_\_\_\_

**Date(s) and hours of use:** \_\_\_\_\_

**Purpose of use:** \_\_\_\_\_

**Expected occupancy:** \_\_\_\_\_

**Equipment to be used:** \_\_\_\_\_

**Food/beverages available:** \_\_\_\_\_

As a condition of using the District's Boardroom Facility, the user agrees to indemnify, defend and hold harmless the District, its officers, agents and employees from any claim, liability, suit, or other legal proceedings which may be brought or claimed against the District as a result of use of the facilities. The user further agrees to comply with the conditions listed on the attached policy statement.

\_\_\_\_\_  
**Signature of applicant/responsible person**

**FOR OFFICE USE ONLY**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referred to Board:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PEBBLE BEACH COMMUNITY SERVICES DISTRICT**  
**Use of District Board Room By Outside Groups or Individuals**

1. **Purpose of District Board Room.** The facility designated as the Board Room of the PBCSD Board of Directors has been designed and constructed as a multi-use facility to serve as the principle meeting place of the PBCSD Board of Directors, auxiliary conference and training area for District staff, and for the use of community based groups and/or others who serve public needs within PBCSD. The use of the facility is primarily for the District Board and personnel, whose needs shall always prevail. The General Manager or his designated representative(s) shall administer the following policies related to the use of the Board Room by outside groups or individuals:
2. Not-for-profit groups and individuals whose purpose is to further the interests of the public within the Del Monte Forest and PBCSD may be permitted to use the facility at no charge. These groups include, but are not necessarily limited to, the Del Monte Forest Foundation, Del Monte Property Owners, The Forest Committee, Save 17-Mile Drive Committee, Del Monte Forest Open Space Advisory Committee, Del Monte Forest Planning Advisory Committee, Del Monte Forest Land Use Plan Advisory Committee and the Del Monte Forest Traffic Advisory Committee. In addition, representatives of the County of Monterey, the California Department of Forestry and Fire Protection or other public agencies who are involved in issues or services of interest to PBCSD residents may be permitted to use the facility. While the Board Room shall not generally be available for use by for-profit organizations, the General Manager or his designated representative(s) may authorize such use if there is a clear public benefit to be served by the requesting organization.
3. The General Manager or his designated representative(s) shall have the authority and responsibility to approve or disapprove all requests for use of the facility which meet the policies adopted herein; except, however, applications for use of the facility shall be referred to the Board of Directors for decision in cases where it is anticipated the attendance will be at or near the maximum capacity of the facility (or, alternately the Board could specify a number, say "100", for example), when the purpose of the group meeting may conflict with Board policy, or when in the General Manager's judgement there is a question whether the intended purpose of the meeting may be inimical to the interests of PBCSD.
4. The maximum occupancy of the facility is 146 persons and shall be strictly observed.
5. In order to maintain the tranquility of the surrounding residential area the Board Room facilities shall normally not be available between the hours of 11:00 p.m. and 7:00 a.m. If there are special extenuating circumstances justifying the use of the Board Room later than 11:00 p.m. or earlier than 7:00 a.m. the General Manager or his designated representative(s) may waive the strict interpretation of this policy.
6. The facilities shall be left in the same clean condition they were in before the group's meeting began.
7. The group using the facility shall be financially responsible for any damage that may occur during use of the facility and/or appurtenant equipment.
8. All interior lights, including those in the restrooms and restrooms foyer, shall be turned off and any appliances used at the wet bar shall be unplugged following use of the facility.
9. The group using the facility shall be responsible for locking both outside doors before leaving.
10. No alcoholic beverages shall be consumed on the premises, including beer or wine. Soft drinks and other non-alcoholic beverages are permitted; and, with the General Manager's approval, "finger food" may also be permitted.
11. Special arrangements shall be made with District personnel for use of the audio system. All visual aids or video equipment shall normally be provided by the group using the facility.
12. Smoking is not allowed anywhere within the building.
13. Keys will be provided and shall be returned pursuant to arrangement with District personnel.
14. Any group that misuses the facility will be denied further use of the Board Room.
15. The District's copier is available for duplication of materials within the scope of the District's responsibility only. Any other copying needs should be taken to an appropriate copy facility.

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