



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

RESOLUTION 7-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT (LSCSD) ESTABLISHING PROTOCOL FOR USING THE DISTRICT ADMINISTRATION MEETING ROOM.

WHEREAS, it is the desire of the Board of Directors to establish guidelines and procedures for the use of the Board Meeting Room in the CSD Administration Building.

NOW THEREFORE BE IT RESOLVED: The Board of Directors approves the following policy regarding the use of the CSD Board Meeting Room, effective July 1, 2011:

Board Meeting Room Policy for the CSD

The intent of this policy is to establish guidelines and procedures for the use of the Board Meeting Room in the CSD Administration Building. The General Manager is responsible for implementing this policy and for maintaining reservation lists.

The Board Room in the CSD Administration Building is designed for general meetings of Boards to meet for educational, cultural and civic needs of the Lake Shastina area including such activities as discussion groups, panels, lectures, seminars, exhibits and displays.

Property Owners Associations:

1. Property Owners Associations and associated committees related to homeowners groups may use the Board Meeting Room.
2. There is a thirty-five dollar non-refundable fee for Meeting Room use per event.
3. Use of the Board Meeting Room does not constitute CSD endorsement of viewpoint expressed by participants of the Associations. No advertising or announcement implying such endorsement will be permitted.
4. The Lake Shastina Property Owners Association is not subject to payment of fees due to their contribution to the construction of the facility. The LSPOA is subject to all other requirements of this policy except the fees.
5. No fees may be charged to persons attending activities in the Meeting Room.
6. CSD needs may preempt any scheduled event.
7. Use of the Meeting Room by any group signifies acceptance of the terms of this policy.

Nonprofit Groups:

1. Nonprofit organizations and clubs whose objectives relate to the betterment of the Lake Shastina area, related to homeowner's groups may use the Board Meeting Room.
2. There is a fifty-dollar non-refundable fee for Meeting Room use per event.
3. Use of the Board Meeting Room does not constitute CSD endorsement of viewpoint expressed by participants of the Associations. No advertising or announcement implying such endorsement will be permitted.
4. No fees may be charged to persons attending activities in the Meeting Room.
5. CSD needs may preempt any scheduled event.
6. Use of the Meeting Room by any group signifies acceptance of the terms of this policy.

For Profit Businesses:

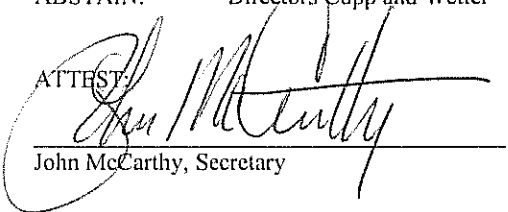
1. Rental of the facility will not be allowed for this category.

Rules for Use: Rules for Use along with application forms will be developed by the General Manager of the District and may be changed as needed from time to time.

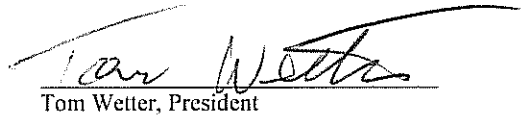
I hereby certify that the forgoing is a full, true and correct copy of Resolution 7-11 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 15th day of June, 2011, by the following vote:

AYES: Directors Moller, Murphy and Roths
 NOES: None
 ABSENT: None
 ABSTAIN: Directors Cupp and Wetter

ATTEST



John McCarthy, Secretary



Tom Wetter, President

LSCSD Board Meeting Room
Rules for Use

Reservations

- Organizations may place standing reservations for an entire year during the month of August. Other reservations will be taken up to three months in advance.
- Keys may be picked up only by contacts listed on the reservation form and the contact person must be 21 or older.
- To provide an opportunity for new groups to use the Meeting Room, no group may use the Meeting Room more than twice a month. In the event of vacancies, the General Manager can make exceptions.
- Notices of cancellation should be made as soon as possible.
- No group may assign its reservation to another group.
- The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that occur as a result of the use of the facilities.
- Permission to use the Meeting Room may be withheld from groups failing to comply with the Meeting Room Policy and from any groups damaging the room, carpet, equipment or furniture, or causing a disturbance.

Restrictions

Children may not be left unattended in the Meeting Room facility while parents attend meetings.

The Meeting Room may not be reserved for:

- Social gatherings such as showers, birthday parties, dances, reunion and club bake sales etc.
- Solicitation, charges and/or sales are prohibited.
- No religious ceremonies or services may be conducted in the Meeting Room; however, church business or committee meetings may be conducted.
- No animals except service animals.
- Smoking, tobacco products, illegal drugs and alcoholic beverages are not permitted in the Meeting Room facility.

Public entrances are to be used for entrance to and exit from the building, and for all deliveries.

Care of the Facilities

- Meeting Room is to be left as it is found.
- Furniture/equipment from other areas of the Meeting Room facility must not be brought into the Meeting Room.
- Any group whose members rearrange Meeting Room furniture must return furniture to the original arrangement at the end of the meeting.
- All exits must remain unlocked for quick and easy exit.
- Attendance at meetings must be limited to the capacity of the Meeting Room. Seating in corridor outside the Meeting Room is prohibited.
- Open aisles must be maintained within the seating arrangement to provide clear access to exit.
- No additional furniture or equipment other than audio-visual aids may be used without prior approval by the General Manager. Arrangements for the use of any personal furniture or equipment should be made at the scheduling time. In order to assure ease of exit, the appropriate staff member should be notified when the equipment is brought into the building.
- Equipment, supplies, or personal effects cannot be stored or left in the Meeting Room before or after use.
- Simple refreshments may be served (coffee, doughnuts, etc.). No cooking facility available. Those using the Meeting Room must provide their own supplies of napkins, cups, plates, utensils, etc.
- Those using the Meeting Room must take trash and debris, resulting from serving food or drinks, to the facility dumpster.

Date: 6/16/11

Refer to LSCSD Resolution 7-11, adopted 6/15/11

**Lake Shastina Community Services District
Meeting Room Application Form and Agreement**

Name of Renting Organization: _____

Type of Organization: Home Owners Association ____ Nonprofit ____ Other _____

Contact Person: _____ Title: _____

Contact Phone/Email/etc: _____

Purpose of Meeting(s): _____

Approx. # Attendees: _____ Start Date: _____ Day of Week: _____

Rental Hours: _____ a.m./p.m. to _____ a.m./p.m. End Date (if not same): _____

Frequency of Meetings (if more than once): _____

Will food/drink be served? Explain _____

Special Considerations/Other Needs: _____

Renter agrees that neither Lake Shastina Community Services District (LSCSD), its Board of Directors, nor any LSCSD representative, will be held liable for any personal injury to any person attending functions for which the LSCSD Meeting Room has been rented, nor for any personal property damage incurred by anyone attending such meetings while renting the LSCSD facilities. Renter agrees to assume all liability for any such injury, damage or loss; Renter further agrees to assume all responsibility for compliance with any and all current laws, state and local regulations, that might apply or pertain to the rental and use of LSCSD facilities by and for the Renter.

I, _____, have read the Board Meeting Room Policy and Rules for Use and agree to all terms and conditions.

Signature: _____ Date: _____

Title: _____

For LSCSD Staff Use:

Date received: _____ Approval: Yes ____ No ____

Signature: _____ Date: _____ Rental Amount: \$ _____

Comments: _____

7. Administration Meeting Room: draft Rental Policy: The Board discussed the draft rental policy for the District Administration Meeting Room; minor grammatical changes were made.

Motion by Dir. Moller second by Dir. Roths to adopt Resolution 7-11, establishing protocol for using the District Administration Meeting Room, as presented and amended with grammatical corrections; policy effective July 1, 2011.

- Ayes: Directors Moller, Murphy and Roths
- Noes: None
- Absent: None
- Abstain: Director Cupp and Wetter

8. Set date and time for Special Meeting Workshop: The Board set July 11, 2011, 10:00 a.m. for a special meeting to discuss the process of Federal and State "coordination", which may be an option local agencies can use regarding water rights and disputing the proposed removal of Dwinell Dam.

9. Set date and time for Special Meeting Workshop: The Board agreed to change the start time for the July 20, 2011 regular Board Meeting to 4:00 p.m. with an update on projects and budgets to begin at 4:00 p.m.

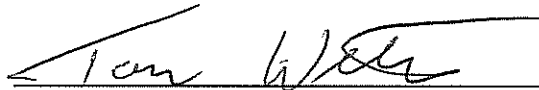
BOARD MEMBER COMMENTS: Dir. Cupp thanked Public Works for assistance with the Garden Club's landscaping project at Hoy Park. Dir. Moller complimented the LS Foundation's successful food vending at the Hoy Park Concert. Dir. Wetter discussed water rights and dam removal.

ADJOURNMENT:

Motion by Dir. Cupp second by Dir. Moller to adjourn meeting at 6:04 p.m. to Special Meeting Workshop on July 11, 2011 at 10:00 a.m.

- Ayes: Directors Cupp, Moller, Murphy, Roths and Wetter
- Noes: None
- Absent: None

Approval Date: 7/20/11


Tom Wetter, President

ATTEST: 
John McCarthy, District Secretary