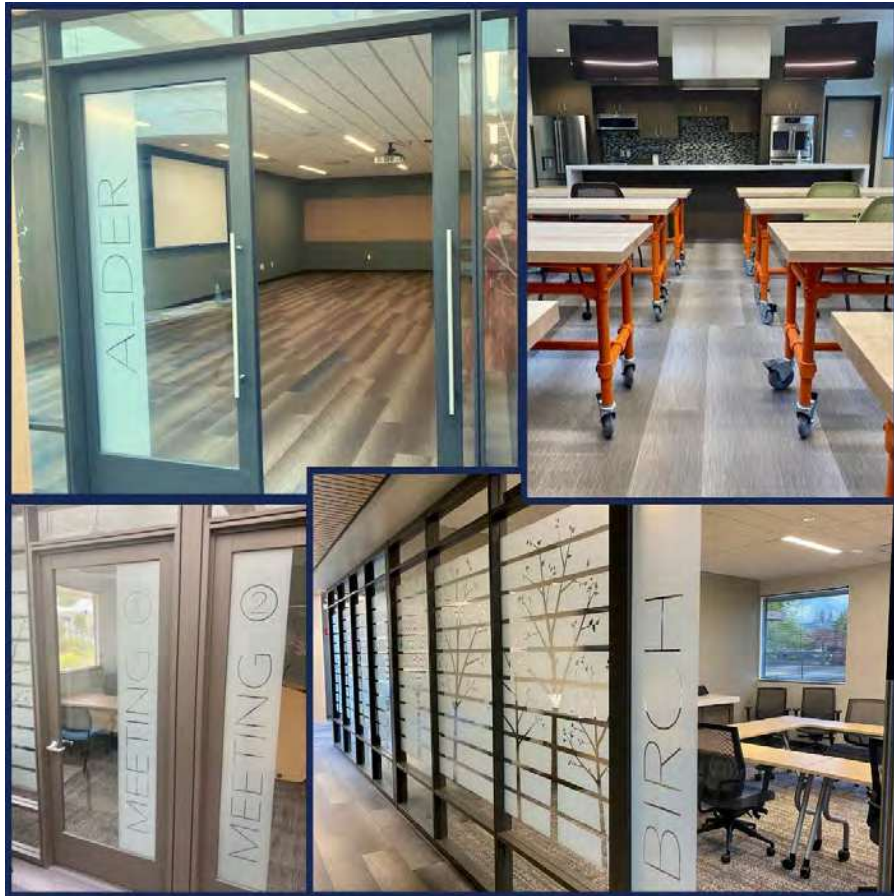


Facility Use Guidelines and Information



Stilly Valley Health Connections Facility Use Guidelines

The Stilly Valley Health Connections (SVHC) facility has space available for health and wellness-focused classes, programs, community meetings, and events. The 6,000-square-foot building includes a large training meeting room, a demonstration kitchen, a medium-sized meeting room, three smaller meeting rooms, a parking lot with sixty-two parking spaces and office space for SVHC staff. Please visit our website www.stillyvalleyhealth.org and look for the “Facility Use” tab to find these guidelines, the rooms and resources list, and the facility use form. You are welcome to call us at (360) 386-9918, or send an email to info@stillyvalleyhealth.org to discuss your space needs or for assistance filling out our [Facility Request Form](#).

Use of the SVHC facility is guided by our mission to provide and promote programs and resources that support a healthier community. The facility is available for classes, meetings and special events that support our three areas of focus:

- Substance Misuse and Abuse
- Physical Well-Being
- Mental Health

It is NOT our practice to make the SVHC space available for:

- Profit-making activities or where products or services are advertised, promoted, directly or indirectly solicited, or sold.
- Religious practices
- Political activities
- Parties, weddings, anniversaries, retirements, memorial services

Availability

We have established guidelines to provide more equitable access to users of the SVHC facility.

- Limitations on recurring reservations – To make key spaces available to all, recurring reservations will be balanced against other users’ requests for space.
 - Individual reservations can be scheduled up to six (6) months in advance.
 - Recurring reservations can be scheduled up to six (6) months in advance and are subject to review at anytime.
- Facility is available on an “as is” basis. – Space is available in its standard configuration of tables and chairs. Should your meeting require a special room configuration, the user will be responsible for setting up the room to meet their needs and to return the chairs and tables to the standard configuration posted in the room.
- Facility is available Monday to Friday from 8:00 a.m. – 5:00 p.m. Use of the facility outside of normal business hours may be requested but is subject to staff availability.
- Applicants must be 21 years of age or older. – The applicant must be present during the entire time the facility is being used. The person signing the Facility Request Form will be considered the party responsible in case of damage, theft or required cleaning fees. Minors in the facility must always have adult supervision.
- Holidays - The SVHC facility is NOT available for use on the following holidays: New Year’s Day, Martin Luther King Jr Day, President’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Eve through New Year’s Eve.

Restrictions of Use:

- Smoking - SVHC is a smoke-free, vape-free, and tobacco-free facility. No smoking will be permitted in the SVHC building, parking lot or sidewalks. All smoking must be done off SVHC property.
- Drugs - Use of illegal drugs and mood-altering substances such as marijuana and its paraphernalia are prohibited in the facility.
- Alcohol - Guests are not allowed to bring or serve alcohol on the premises. No exceptions.
- Guns - In accordance with our workplace policy, guns and dangerous weapons are prohibited in the facility.
- Gambling - No gambling activities are permitted in the facility.
- Open Flames – No candles or open flames are permitted in the facility.
- Pets – No animals, other than service animals, are admitted in the facility. This includes pets, emotional support animals, comfort animals and therapy dogs.

Room Features

Review the [Rooms and Resources](#) to learn about capacity and room features. Submit a Facility Request Form requesting specific room(s) and SVHC will determine availability for tentative holds.

Food & Beverages

Food and non-alcoholic beverages are welcome in our facility. For facility planning, this must be included on your Facility Request Form.

- The Cedar teaching kitchen is not available to prepare or store food unless scheduled as a teaching kitchen event or approved by the Superintendent.
- ALL food and beverages need to be pre-prepared and brought into your event. Users must bring any supplies or equipment needed to serve food and beverages. Safe food handling practices are the responsibility of the user.
- Permits and fees to serve food to the public may be required. It is the sole responsibility of the user to determine if permits are required and to secure needed permits.
- No food or drink (other than water) is allowed in the Birch Room or the private meeting rooms 1, 2 and 3.
- Contact SVHC staff for more details.

Use of Teaching Kitchen and Cooking Equipment

The SVHC has a teaching kitchen. This is NOT a commercial kitchen. The kitchen is designed for educational purposes which may include preparing and serving food to registered class participants or groups approved to use the space.

Email info@stillyvalleyhealth.org for more details on using the teaching kitchen.

Parking

Complimentary parking is available on-site. SVHC lot has sixty-two marked parking spaces.

Safety

For the safety of all guests to our building, SVHC has a policy that at least two SVHC staff members must be in the building when members of the public are present. One staff member will always be at the reception desk in the front lobby to monitor the front door, help answer questions, and help as needed. As another safety measure, we keep our front lobby doors locked and prefer to open and greet people as they come in. We recognize that for certain events, having the doors unlocked is preferable. In that case, the organization responsible will have someone stationed within 20 feet of the front door to greet and monitor their guests as they arrive. On the day of your event or meeting, please ask staff to show you where the building exits are located and for additional safety information. In the event of a medical or safety emergency at your event, you must alert a SVHC staff member, and they will assist with the situation.

SVHC Staff Assistance

On the day of your event, there will be at least two SVHC staff members present. One staff member will always be stationed at the reception desk. A staff member will be available to assist with the AV equipment and to offer other help to the best of their ability to help you run your event smoothly. There should not be an expectation that SVHC staff will assist with hosting duties of the event, such as food preparation, greeting guests at the front door, or reconfiguring the rooms during the event. If there is special accommodation needed requiring hosting help from our staff, please include those requests when filling out your facility request form.

Reservations

Reservation requests are evaluated using SVHC Areas of Focus and require a completed Facility Request Form. Reservations are reviewed on a first-come, first-served basis. SVHC will contact you within three (3) business days to review your request and determine the terms that apply. Reservations are not complete until all required paperwork has been received, and applicable fees are paid. Confirmation of your reservation will be sent via email. Questions about availability or space can be directed to (360)-386-9918 or info@stillyvalleyhealth.org.

Please use the following process to check the availability and requirements for using the SVHC meeting spaces, demo kitchen and parking lot only use:

1. Review the Facility Use Guidelines.
2. Submit a [Facility Request Form](#).

Facility Request Forms should be submitted by:

- Online: Complete and select the SUBMIT button. (Preferred method)
- Print, scan, and Email: info@stillyvalleyhealth.org
- Print, scan, and Mail: 3405 173rd PL NE, Arlington WA 98223

Required Insurance

Users of the SVHC facility will be required to carry \$1,000,000 in general liability insurance naming Stilly Valley Health Connections as an “additional insured.” An exception to this requirement can be approved by the Superintendent, depending on the circumstances.

The requestor will also initial on the request form that the ‘*user further agrees to hold harmless, defend and indemnify SVHC, its elected and appointed officials, employee and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Facility or from any activity, work or thing done, permitted, or suffered by User in or about the Facility, except only such injury or damage as shall have been occasioned by the sole negligence of SVHC.*

Cleaning/Damage Deposits

Some users of the SVHC will be required to pay a refundable cleaning/damage deposit prior to use of the facility. Deposits are determined by SVHC Staff according to the space reserved and the risk of the activity. Required deposits are listed below.

Categories for Required Deposits	Selected Space/s	Cleaning/Damage Deposit if required *	Liability Insurance Required **
Moderate-to-High-Risk Activities (risk determined by SVHC Staff)	Alder Large Training Room	\$ 200.00	Yes
	Birch Room	\$ 200.00	Yes
Childcare Activities in any space	Cedar Teaching Kitchen	\$ 200.00	Yes
	Smaller Meeting Rooms	\$ 100.00	Yes

* For events using multiple spaces, cumulative deposits may be required for each additional space.

** \$1,000,000 in general liability insurance is required naming Stilly Valley Health Connections as additional insured.

Deposit fees, if applicable, are dependent on the space and type of event and are determined from the Facility Request Form.

- Upon receipt of a Facility Request Form, SVHC staff will check availability and contact you within three (3) business days to review your request and determine if deposits apply. SVHC reserves the right to adjust or waive facility deposit fees.
- Deposits must be paid in full to confirm facility use and can be paid using check, money order or credit card.
- If there is no damage, refunds will be paid in the form of a check and mailed to the mailing address on the Facility Request Form within ten (10) business days following the conclusion of facility use.
- If damage to the space or its contents has occurred:
 - Damage or cleaning costs will be deducted from the deposit.
 - If damage or cleaning costs exceed the deposit, the user will be billed for additional costs.
- SVHC will hold a deposit for users who have recurring events and will issue a refund at the conclusion of facility use.

Cancellations, Time & Date Changes

All cancellations and requests for changes in dates and times must be given to SVHC a minimum of three (3) business days prior to your event. Staff will make every effort to accommodate your request.

- Approval of any time and/or date change is subject to facility and staffing availability. All deposits will be transferred.
- For cancellations without three (3) business days' notice, SVHC reserves the right to keep any deposits and restrict or deny future use of the SVHC facilities.
- If a user does not show for their scheduled reservation, it will be treated as a cancellation without notice.
- For inclement weather, SVHC follows the Arlington Public Schools weather emergency policy and will close or delay opening if the school district is closed or delayed.

Promotion of events to be held in the Stilly Valley Health Connections Facility

Organizations using space at SVHC must publicize events in a manner that does not suggest sponsorship or affiliation.

- To use the Stilly Valley Health Connections logo on flyers/promotional materials, you must get approval from SVHC. SVHC will provide graphics identifying SVHC as the location of an activity.
- SVHC is not responsible for distributing information or making public announcements about events.
- Signs and promotional materials may not be posted in the SVHC facility, publications or digital reader boards unless approved by SVHC staff.

Deliveries and Storage

Users must arrange for deliveries to occur during their reservation period and must be available onsite to receive them. SVHC staff is not authorized to receive and sign for deliveries. Due to space and security concerns, SVHC cannot store items prior to or following an event.

Room Set-up/Clean-up

Spaces are set in standard configurations and should be left in the standard configuration at the conclusion of the use of the space.

- Users can re-configure select spaces if the set-up meets fire and building codes and maximum occupancies.
- SVHC will not be liable for any personal injuries or damage resulting from set-up or take-down activities and will hold users responsible for associated damages.
- At the conclusion of an event, spaces should be left clean and neat with chairs and tables in the standard configuration posted in the room. All garbage must be picked up and placed in garbage cans. Floors need to be swept or vacuumed if excessively dirty.

The Stilly Valley Health Connections Facility is a valuable resource to the community.

Thank you for reviewing these Facility Use Guidelines and helping us to keep the facility as a resource for other organizations.