

Panamnik Building Use Policy

The mission of the Mid Klamath Watershed Council is to collaboratively plan and implement watershed restoration, coordinate education on land management issues, and promote community vitality by operating a community center and creating sustainable local economic opportunities.

Thank you for considering the Panamnik Building for your class, workshop or event. We encourage and welcome anyone that would like to host a class or workshop in the Panamnik Building that will make a positive impact on our community. This class needs to be open to the public without exclusion. We encourage town wide advertising.

The following guidelines are set forth for the building and facility usage:

Who may use the building?

Mid Klamath Watershed Council employees and staff members have priority for building usage.

If you have a regularly scheduled class we reserve the right to reschedule or cancel your class. We will try to work around your schedule, but occasionally we may need some flexibility.

Anyone is welcome to reserve the building for positive community events open to the public. We want to discourage closed groups. If you are scheduling an ongoing weekly class, we ask that you are consistent in your attendance for your participants. Classes that are hosted sporadically have a lower success rate. Please notify us in advance if you need to cancel your class.

Scheduling guidelines:

Use of the building facility must be scheduled with blythe@mkwc.org or (if blythe is unavailable) michael@mkwc.org. You must confirm with Blythe before scheduling your class or workshop. You can look at the community events calendar in the MKWC office to see if your desired dates are available and **tentatively pencil** your event in to hold the space until you talk with her/him.

To reduce competition and conflicts: If you have a fundraising event that is within one week of a previously scheduled fundraising event, you must receive permission from the group hosting the previously scheduled event.

Suggested Donation:

A suggested \$5.00 donation per class is encouraged. You are welcome and encouraged to donate more! A suggested donation of 10% of **net** profits for fundraising events is encouraged, up to a maximum of \$200.

Alcohol Policy: Any event that serves alcohol must have a permit from the Alcoholic Beverage Control Board and comply with the terms of the permit. Permits are \$75. See separate *Panamnik Building Alcohol Use Policy*.

Building cleaning:

Please try to leave the building cleaner than you found it. Each group is responsible for their own messes. You are required to inform us immediately if you break anything or find anything that is not in working order. Notify MKWC staff to any dangerous or hazardous items in the building. **YOU ARE RESPONSIBLE FOR DISPOSAL OF YOUR OWN RECYCLING, and recycling cannot be mixed in with trash or your deposit will be kept.**

We agree to take your trash.

By signing this document I agree to the terms and understand that this policy is subject to change.

Name _____ Contact # _____

Signature _____ Date _____