

Camano Center Group Usage Rules for Groups Using the Center Free of Charge ***(Group pays no Facility Rental Fee)***

1. Group Leader

- a. Each participating group must have a group leader who is responsible for communications between the group and the Camano Center staff. **Group Leader must be a Camano Center Member.**
- b. The Group Leader will provide their contact information to the Camano Center. Groups not wanting to follow usage rules may be subject to **facility rental fees.**
- c. The Group Leader will check in with Kendall Faragher quarterly.
- d. The Group Leader will be responsible for ensuring the group follows **Camano Center Group Usage rules.**
- e. Group Leader will provide Camano Center with information and a phone number or email address to be shared in the newsletter and on the Camano Center website calendar.
- f. Any time a group leader steps down a new group leader should be appointed by the group. Notify the front desk immediately and provide new contact information. The new group leader will take responsibility to make sure group members follow the **Camano Center Group Usage Rules.**
- g. The group will be given a reasonable amount of time to choose a replacement when the group leader steps down. If no group leader comes forward, free use of the room will be terminated.
- h. The group leader will identify the group storage area at the Camano Center and ensure all group items are maintained within this approved storage area.
- i. The group leader will let Kendall Faragher know when the group can't meet or does not have enough members to continue so that the room may be used by others.

Camano Center Group Usage Rules

2. Groups

- a. Each group is responsible to set up and tear down the room. The room must be restored to its regular set up.
- b. Camano Center reserves the right to change rooms, dates, and times a group meets.
- c. Each group shall provide reasonable accommodations to enable disabled persons to participate in group activities where such accommodations are necessary.
- d. No group will exceed a three-hour maximum time limit per week unless preapproved by the **Executive Director** and only if time and space is available.
- e. For free use of the room, all group participants follow **Camano Center Group Usage Rules** and rules governing the activity as set in place by the group leader and approved by the Camano Center. Changes in format may be made by a majority vote of the group. For example, choosing to play party bridge instead of duplicate bridge or playing rap music instead of county music.
- f. When a room is reserved and no one shows up, we reserve the right to terminate that activity. We will use the check-in history when making the decision to terminate.

3. Membership

- a. Group participants will check in at the front desk upon arrival. Participants who do not have a current Camano Center membership will pay \$5 per activity. Fee will be waived with a paid membership.
- b. If annual membership fees are a financial hardship, scholarships are available and awarded by the **Executive Director**.

4. Food and Drink

- a. Each group is allowed to bring food and drink if the group provides its own supplies. The group will clean up cups, plates, tables, and counters.
- b. Each group is responsible to wipe down, counter, tables, and small drink tables. If groups find tables unclean upon entering the room, please inform the Camano Center staff.
- c. The Camano Center janitorial staff will typically clean the rooms after hours a few times a week. To keep the costs down on membership, Camano Center has limited hours available for janitorial.

5. Safety, Concerns, Disputes and Resolutions

- a. Safety is our priority. Any behavior or language that makes a person feel fearful or unwelcome will not be tolerated.
- b. Actions that disrupt and prevent fair play and/or participation will not be tolerated.
- c. When possible internal conflicts should be discussed and resolved among the entire participating group.
- d. Remember, we are all here for the enjoyment of group activities. Please leave negativity at the door.