

## **Big Sky County Water & Sewer District 363**

561 Little Coyote Rd, PO Box 160670, Big Sky, MT 59716  
PHONE: (406) 995-2660, FAX: (406) 995-3053, E-MAIL: [wsd363@3rivers.net](mailto:wsd363@3rivers.net)

### **Community Room Use Policy**

The Big Sky County Water & Sewer District Community Room is available for District sponsored and co-sponsored programs, and for other meetings and programs of an informational, educational, cultural, or civic nature. The room may not be used for sales purposes. It is not available on a continuous basis (weekly, bimonthly or monthly meetings) without prior written consent of the District. The only exception is that governmental agencies may schedule the meeting room on a continuing basis only during those periods when District meetings are not scheduled.

Users of the Community Room must:

- Schedule by written application prior to the date and time requested during regular District business hours. Requests will be scheduled on a first-come-first-serve basis depending on room availability.
- Provide proof of insurance if using the Community Room after District business hours.
- Limit occupancy to a maximum capacity of people as determined by the Big Sky Fire Chief.
- Conclude all functions and/or meetings by 11:00 PM.
- Not smoke on the premises.
- Not charge admission except in the form of a tuition fee for workshops, seminars, etc.
- Not leave children unattended in the building while parents attend meetings.
- Other issues for discussions: deposits and alcohol.

The District reserves the right to make schedule adjustments according to the following priorities:

- District sponsored and co-sponsored programs.
- Other local governmental meetings/programs.
- Programs of an educational cultural, or civic nature prepared for the public.
- Workshops/seminars taught through non-profit educational institutions.
- Business/organizational meetings of non-profit organizations.

Light refreshments may be served. Arranging and replacing chairs and tables is the responsibility of the individual groups. Each group is responsible for picking up refuse and for leaving the room tidy, and for being certain the outer doors are locked upon leaving. Groups will be charged for damage to room or furnishings beyond reasonable wear and tear. The District reserves the right to require a deposit.

Storage for the property of organizations or individuals meeting in the rooms is not provided. The District is not responsible for materials lost or damaged. A phone is available in the kitchen.

## COMMUNITY ROOM USE APPLICATION

Organization:	
Contact Person:	
Address:	
Telephone Nos.:	(H)

Dates Requested:

Purpose of Meeting(s):

Date Key Loaned Out: _____	Date Key Loaned Returned: _____
Request to Use Cooking Facilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of Insurance Required <sup>1</sup> :	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Proof of Insurance Received:	_____
Deposit Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No    Amount: \$ _____

<sup>1</sup> Proof of insurance from applicant either as a Special Event policy, or a Homeowners policy with a minimum requirements of liability coverage of \$500,000.

Request Approved By \_\_\_\_\_

Date \_\_\_\_\_

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## **NOTICE OF INSURANCE REQUIREMENTS**

Dear Insurance Agent:

\_\_\_\_\_ has requested to use the District Community Room on \_\_\_\_\_ (Date/s). Please send appropriate evidence of insurance showing that your insured has either a Special Event policy, or a Homeowners policy with a minimum requirements of liability coverage of \$500,000.

The District must be named as Additional Insured on the policy. Our address is P.O. Box 160670, Big Sky, Montana 59716. Certificate of Insurance needs to be received prior to event to be held. If you have any questions please call the District office at 995-2660.

Thank you.

Sincerely,

\_\_\_\_\_  
Big Sky County Water and Sewer District  
PO Box 160670  
Big Sky, MT 59716