



## Lacey Veterans Services Hub Community Room Policy



### 1. Purpose

The Lacey Veterans Services Hub (LVSH) offers a Community Room available to government and nonprofit organizations that provide direct services to Veterans, Active-Duty, and their families. The City of Lacey (City) and LVSH providers may also use the room for internal meetings.

Scheduling is at the City's discretion; requests may not be accommodated due to various reasons, including limited available resources.

### 2. Scope

This policy applies to all government and nonprofit organizations seeking to use the Community Room at the LVSH for the purpose of providing direct services to Veterans, Active-Duty service members, and their families. It also governs internal use by the City of Lacey and LVSH service providers.

### 3. Scheduling Priority:

LVSH and City-hosted events have top scheduling priority. All other agency requests are prioritized as follows:

- a. Nonprofit organizations providing direct services to Veterans, Active-Duty Service Members, and their families.
- b. Government agencies providing direct services to Veterans, Active-Duty Service Members, and their families.
- c. Other nonprofit organizations that are Veteran-, Active-Duty-, and military family-focused may be accommodated on a space-available basis, provided their activities do not conflict with the mission of the LVSH or any scheduled Veteran-focused services.

### 4. Hours of Operation

Priority is granted to the above groups on a first-come, first-served basis and is subject to the following scheduling restrictions:

- a. **Weekday Use** (Monday–Friday, 8:00 a.m. – 4:00 p.m.): Meeting size may be limited based on available space and staff resources.
- b. **Evening Use** (Monday–Friday, 4:30 p.m. – 8:00 p.m.): Limited to one meeting per month per organization, subject to availability and staff resources.
- c. **Weekend Use** (Saturday–Sunday, 8:00 a.m. – 4:00 p.m.): Limited to special requests only and dependent on staff resources and availability. All requests must be submitted to the LVSH Coordinator for approval in advance.



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### 5. Reservation

Agencies may request reservations by contacting the LVSH Coordinator. Agencies must complete and submit **Appendix A** (the last page) to the LVSH Coordinator before the room can be reserved. Reservations must be submitted 7-business days before requested date.

### 6. Public Disclosure

The use of the community room for political purposes must comply with the Public Disclosure Commission's guidelines for the use of public facilities (RCW 42.17A.555 formerly RCW 42.17.130). The community room shall not be used for the purpose of assisting a campaign for the election of any person to office or for the promotion of or opposition to any ballot proposition. Use of the community room for other political purposes is generally allowed, provided the community room is also made available on an equal opportunity basis to express other points of view. Any questions regarding this matter should be referred to the City Attorney before authorizing use of the community room.

The City is not responsible for the views expressed in the community room. Permission to use the community room does not constitute an endorsement of a group's policies or beliefs. Designated staff members in the City Manager's Office have the authority to accept, renew, or reject requests for use of the room under the policies and rules established by the City.

### 7. Room Reservation & Use Requirements

- a. **Appendix A** must be submitted to the LVSH Coordinator each time an agency or group requests use of the community room.
- b. Agencies or groups holding recurring meetings are required to submit only an initial request, provided that the meetings occur on a consistent schedule.
- c. All meetings must be open to the general public.
- d. An authorized representative from the group will be responsible for making room reservations and remaining present throughout the meeting. After the meeting, this person will ensure the room is cleaned and the lights are turned off.
- e. Weekday, evening, and weekend meetings are authorized on a case-by-case basis at the discretion of the LVSH Coordinator and the City.
- f. Cancellations should be communicated as early as possible to allow for proper planning and to accommodate other individuals who may benefit from the services or space. Whenever possible, we request at least 24 hours' notice for any cancellation.
- g. The LVSH reserves the right to cancel or reschedule services, events, or room availability due to unforeseen circumstances, staffing limitations, or operational needs. In such cases, affected individuals will be notified as promptly as possible.



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- h. Agencies requesting use of the community room must coordinate with the LVSH Coordinator in advance of the scheduled event or meeting to complete a site tour and receive an overview of available resources and equipment usage.

### **8. Prohibited Activities & Restrictions**

- a. Groups using the room may not charge admission.
- b. Direct or indirect solicitation of funds during the meeting—or as a result of the meeting—is prohibited.
- c. The promotion of any product or service that requires a fee is not allowed.
- d. Smoking, alcoholic beverages, drugs, and other controlled substances are strictly prohibited inside the LVSH and the community room.
- e. Nailing and/or stapling signs, posters, and decorations to woodwork or walls is prohibited in the community room.
- f. No personal or professional items may be left in the community room without prior approval from the LVSH Coordinator.
- g. Open flames and non-fireproof decorative materials are prohibited for use in the community room.

### **9. Room Amenities & Supplies**

- a. The maximum allowable occupancy for the community room is 80 individuals.
- b. Maximum allowable seating with tables and chairs is 35.
- c. LVSH does not provide any meeting materials, including but not limited to name tags, markers, flip charts, pens, pencils, tape, or recording devices.
- d. There is a television or a projector with an attached camera available free of charge for groups using the community room. To ensure availability, groups must notify the LVSH Coordinator at the time of scheduling.
- e. A kitchen with a sink is available for use; however, it is not stocked.
- f. All food must be prepared off-site, as on-site food preparation is not permitted.
- g. LVSH does not provide coffee makers, microwaves, or any food service supplies.

### **10. Clean-Up & Departure**

- a. All trash and personal belongings must be removed from the community room before departure.
- b. All tables, chairs, and audio / visual equipment must be returned to their original location(s).

### **11. Violations and Enforcement**

- a. Organizations that fail to adhere to this policy may be removed from the community room by the LVSH Coordinator or their designated representative.
- b. Continued noncompliance may result in suspension or termination of participation.



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### 12. Exceptions

Exceptions to this policy will be considered on a case-by-case basis and must be submitted to the LVSH Coordinator or their designated representative.

### 13. Policy Modification and Oversight

This policy is intended to provide structure and guidance for the effective operation of the community room. However, as needs and circumstances evolve, policies may be modified, updated, or amended to ensure continued alignment with the LVSH mission and operational effectiveness. The LVSH Coordinator holds the authority to make changes to this policy, with oversight and final review provided by the Assistant City Manager for the City of Lacey.

### 14. Contact Information

For questions or concerns about this policy, please contact:

Brian Waananen

LVSH Coordinator

360-239-3463

brian.waananen@cityoflacey.org

A blue ink signature of Brian Waananen, consisting of the letters "BW" followed by a horizontal line.

Brian Waananen

LVSH Coordinator

360-239-3463

brian.waananen@cityoflacey.org

A blue ink signature of Shannon Kelley-Fong, written in a cursive style.

Shannon Kelley-Fong

Assistant City Manager

360-412-2891

shannon.kelley-fong@cityoflacey.org



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**Appendix A:**

<b>LACEY VETERANS SERVICES HUB COMMUNITY ROOM REQUEST</b>			
4232 6th Avenue SE. Suite 101, Lacey WA 98503 • Phone: 360-456-3850 • Fax: 360-456-3851			
<input type="checkbox"/> One-time event		<input type="checkbox"/> Re-occurring event – Frequency:	
Meeting Date:			
Meeting Start Time:		Meeting End Time:	
Time of entry:		Time of exit:	
(for meeting set up)		(for meeting clean up)	
Name of Organization:			
Purpose of Meeting:			
Expected Attendance: <i>Note: Meeting participants limited to 35 individuals.</i>			
<b>Contact information for Person Responsible:</b>			
Name:			
Phone:			
Address:			
City:		Zip:	
<input type="checkbox"/> I have viewed the facility and understand the policy and procedures.			
<input type="checkbox"/> I hereby certify that I am the authorized and responsible representative of the above-named organization; that the above statements are true to the best of my knowledge; that I have received a copy of the rules and regulations governing the community room; and that I am familiar with them and will comply with these regulations and policies. I understand that failure to comply with the regulations and policies will lead to loss of the room’s use to the above organization.			
<input type="checkbox"/> In making this application, the organization agrees to hold the City of Lacey harmless for all damages, injuries, expenses, and costs growing of or resulting from the making of this application and the authorized use of said premises by the organization, or by any third party making use of said premises by invitation issued by the organization to said party or the public.			
Signature of the Requester/Applicant: _____			
Printed Name of the Requester/Applicant: _____			
Address of Requester/Applicant: _____			
Phone of Requester/Applicant: _____			
<i>***Room request is not confirmed until the City is in receipt of this form***</i>			
<b>City Use Only</b>			
Date Received: _____	Approved By: _____	Date Approved: _____	Date Denied: _____