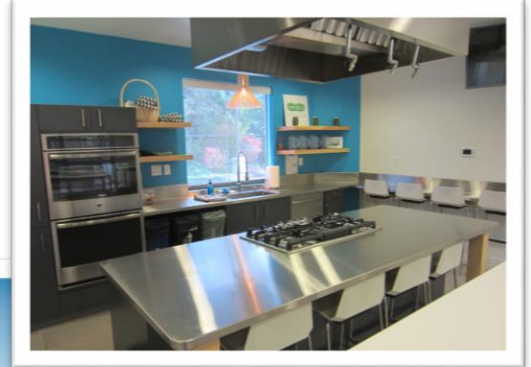
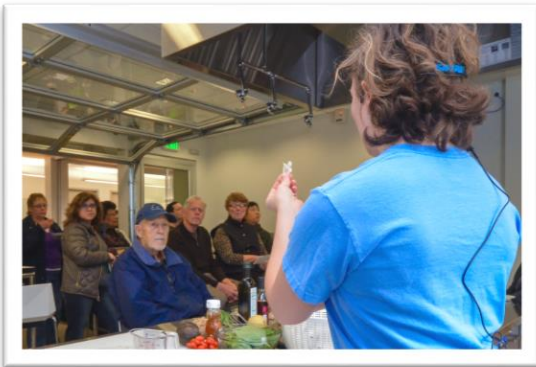


Verdant Health Commission Community Wellness Center Facility Use Guidelines and Information



Verdant Health Commission

Community Wellness Center Facility Use Guidelines

Welcome!

The Verdant Community Wellness Center (VCWC) has space available for health and wellness-focused classes, programs, community meetings and special events. The 8,180-square-foot building includes a large training room, a demonstration kitchen for healthy cooking classes, a medium-sized classroom, several smaller meeting rooms, plug-and-play work stations for Verdant's partners and office space for Verdant's employees. Visit our website www.verdanthealth.org (see Wellness Center Tab) or contact us at (425) 582-8600 to discuss your space needs.

Guiding Principles

Use of VCWC facilities is guided by our mission to improve the health and well-being of our South Snohomish County community. Facilities are available for classes, meetings and special events that support our Commission's priorities:

- Education & Empowerment - programs that give people the tools to take ownership of their health, increase their knowledge of health issues and availability of resources, and provide motivation to improve their well-being;
- Prevention - programs that increase healthy behaviors, support necessary health screenings, and prevent injuries;
- Access to Healthcare Services - programs that increase access to medical, dental, and behavioral healthcare services;
- Policy and Advocacy - programs that employ advocacy and public policy improvements to better meet the health and wellness needs of our residents.

User Priority

The VCWC is an important resource for South Snohomish County residents. Activities that have a direct relationship to the work of the Verdant Health Commission or that contribute to the health and wellness of our community are a priority. We have established the following user categories for facility use listed in priority order:

1. Verdant-funded programs
2. Programs that provide health and wellness-focused program content
3. Education and support programs that serve the needs of South Snohomish County residents, indirectly supporting their health and well-being

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

- Profit-making activities or where products or services are advertised, solicited or sold
- Religious practices

Availability

We have established guidelines to provide more equitable access to users of the VCWC

- Limitations on recurring meetings – in order to make key spaces available to all, recurring reservations will be balanced against other users' requests for space. Recurrences can be scheduled up to six (6) months and are subject to review at any time.
- Facilities are 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 to set up the room to meet their needs and to return the chairs and tables to the standard configuration posted in the room.
- Facilities are available Monday – Saturday from 8:00 a.m. – 9:30 p.m. Use of the facility outside of normal business hours (Monday – Friday 8am-5pm) is subject to the availability of after-hours staff.
- 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 (WC 100) will be considered the responsible party in case of damage, theft or required cleaning fees. Minors in the facility must have adult supervision at all times.
- Holidays - The VCWC is NOT available for use on the following holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. It MAY be available on other holidays, based on after-hours staff availability.

Reservations

Reservation requests are evaluated using Verdant's Guiding Principles and preference is determined according to the User Priorities listed above. Reservations are reviewed on a first-come, first-served basis. Verdant staff will contact you within three (3) business days to review your request and determine 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 425-582-8600.

Use the following process to check the availability and requirements for using the VCWC meeting spaces, and demo kitchen:

1. Review the [Facility Use Guidelines](#)
2. Submit a [Facility Request Form](#) - First check room availability on the calendars below
3. Submit an additional [Maple Teaching Kitchen Facility Request Form](#) for use of the demo teaching kitchen

Facility request forms should be submitted by:

- Email: wellnesscenter@verdanthealth.org
- Fax: (425) 582-8527
- Mail: 4710 196th St. SW, Lynnwood, WA 98036

Room Features and Availability

Download the [Rooms and Resources](#) to learn about capacity and room features. View individual room availability on the calendars below. You can preview the calendar by the month/week/day- click on a day to view reservation details. It is helpful to know the following terms to determine if space is available: Away = Wellness Center closed; Busy = Facility reserved and not available; Tentative = Facility reservation is on hold for use by another group – contact Verdant at 425-582-8600 for more details.

Room Calendars

- Cedar Room — Large Training Room — [View room availability calendar](#)
- Maple Room — Teaching Kitchen — [View room availability calendar](#)
- Birch Room — Medium-sized Classroom — [View room availability calendar](#)
- Sequoia Room — Conference Room — [View room availability calendar](#)
- Madrona Room — Small Conference Room — [View room availability calendar](#)
- Cypress Room — Private Meeting Room/Small Conference Room — Call 425-582-8600 for room availability
- Basement — Large open space with tables and chairs appropriate for childcare and some classes/events. Call 425-582-8600 for more details and room availability

Required Insurance

Users of VCWC facilities may be required to carry \$1,000,000 in general liability insurance naming the Verdant Health Commission as an "additional insured." Contact Verdant staff at (425) 582-8600 to confirm if your facility request will require insurance coverage.

Events that typically require insurance include but are not limited to:

- Events which use the appliances and/or cooking equipment in the Maple teaching kitchen
- Events which provide Childcare in the VCWC
- Events deemed to be moderate-to-high risk (determined by Verdant staff).

Special Events

A special event generally requires additional coordination and may impact the use and availability of multiple spaces. Special events are typically activities that have 50+ attendees, require special space configuration, include guest speakers/entertainment and provide catered food and/or beverage service and may require larger deposits for use of multiple spaces.

- Scheduling special events may be subject to permits and fees to prepare and serve food to the public. It is the sole responsibility of the user to determine if permits are required and to secure needed permits.
- The VCWC is not available for private celebrations such as weddings, anniversaries, retirements, memorials, etc.
- Alcohol is not permitted.

Restrictions of Use:

- Smoking - The VCWC is a smoke-free, tobacco-free facility. According to Washington state law, smoking is prohibited within 25 feet of building entrances/exits.
- 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.

- 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 except approved use of the gas stove in the Maple teaching kitchen.

Promotion of events to be held in the Verdant Community Wellness Center

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

- To use the Verdant Health Commission logo on flyers/promotional materials, you must get approval from Verdant's Director of Marketing and Communications. Verdant can provide graphic(s) identifying VCWC as the location of an activity.
- Verdant is not responsible for distributing information or making public announcements about events.
- Signs and promotional materials may not be posted in the VCWC unless approved by Verdant staff.

Cancellations, Time & Date Changes

All cancellations and requests for changes in dates and times must be made in writing (email is acceptable) 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, Verdant reserves the right to keep any deposits and restrict or deny future use of the VCWC.
- If a user does not show for their scheduled reservation, it will be treated as a cancellation without notice.

Deliveries and Storage

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

Food & Beverages

Food and non-alcoholic beverages are welcome in our facility. For facility planning, we must be notified in advance if you intend to bring in food or beverages to your event.

- The Maple teaching kitchen is not available to prepare or store food unless scheduled as a teaching kitchen event.
- 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.
- Use of Verdant's coffee machine may be available. Contact Verdant staff to inquire about making coffee for your event.

Use of Kitchen and Cooking Equipment

The VCWC 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. Contact the Verdant staff to discuss whether the teaching kitchen meets all of your cooking and serving needs.

- You must submit a Maple Teaching Kitchen Request Form (WC 200) to reserve the teaching kitchen space. Verdant staff will review your request to determine if the class meets our educational parameters and will contact you within three (3) business days to let you know if the kitchen facility is available and terms that apply.
- Instructors should comply with Snohomish Health District requirements for Food Handler Permits.
- Participation in food preparation and sampling of foods is at the individual's own risk including, but not limited to, food allergies and foodborne illness.
- The kitchen comes equipped with basic cooking equipment and supplies. Users will be expected to supply additional equipment and materials needed for their class.
- Users must clean the kitchen at the conclusion of the event. Cleaning supplies will be provided. Clean-up includes: cleaning all dishes, utensils, counters, sinks & appliances; sweeping the floor space utilized; collection and disposal of all trash, recycle and compost materials as directed. Full details are provided in the Event Clean-Up Check List posted in the kitchen.
- If the kitchen requires additional cleaning before subsequent use, a fee will be deducted from the user's cleaning/damage deposit. Failure to clean the kitchen may result in denial of future requests to use the kitchen space.

- If damages or theft of kitchen equipment occur, the costs will be deducted from the deposit. If costs exceed the deposit, the user will be billed for additional costs.
- If the fire suppression system is deployed during use of the kitchen, the cost of re-activation and inspection of this safety system will be deducted from the deposit, or if costs exceed the deposit, the user will be billed for additional costs.

Parking

Complimentary parking is available on-site. Verdant’s lot has 30 marked parking spaces. Additional spaces are available on a first-come, first-served basis in our visitor area behind the VCWC. Please do not park in front of or on the side of the Party Store.

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 as long as the set-up meets fire and building codes and maximum occupancies.
- Verdant 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. Cleaning supplies are located in the closets in the Cedar Room, Kitchen and 2nd floor hallway.

Cleaning/Damage Deposits

Some users of the VCWC will be required to pay a refundable cleaning/damage deposit prior to use of the facility. Deposits are determined by Verdant 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 Verdant Staff)	Cedar Large Training Room	\$ 200.00	Based on Risk
	Maple Teaching Kitchen	\$ 200.00	Yes
Childcare Activities in any space	Birch Classroom	\$ 100.00	Based on Risk
	Basement Space	\$ 100.00	Based on Risk

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

** \$1,000,000 in general liability insurance may be required if Verdant staff determine the event to be of moderate-to-high risk.

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, Verdant staff will check availability and contact you within three (3) business days to review your request and determine if deposits apply. Verdant 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.
- The process to refund a deposit will be initiated upon satisfactory completion of the facility check-out sheet. Refunds will be paid in the form of a check and mailed within ten (10) business days following 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.
- Verdant will hold a deposit for users who have recurring events and will issue a refund at the conclusion of the contract.