

# 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 events. The 8,180-square-foot building includes a large training room, a demonstration kitchen for healthy cooking classes, a medium-sized classroom, and two smaller meeting rooms, plug-and-play work stations for Verdant's partners and office space for Verdant's staff. Visit our website [www.verdanthealth.org](http://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 Categories

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:

1. Programs that provide health and wellness-focused program content
2. 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
- Political activities
- Parties, weddings, anniversaries, retirements, memorial services

### Availability

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

- Limitations on recurring reservations – 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.
  - Saturday reservations are only available for one-day requests
- 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 at the conclusion of the meeting/event.
- Facilities are available Monday to Saturday from 8:00 a.m. – 9:00 p.m. Use of the facility outside of normal business hours (Monday to 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 Day, Memorial Day, Fourth of July, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Eve and Christmas Day. It **MAY** be available on other holidays, based on after-hours staff availability.

## Reservations

All reservation requests are evaluated using Verdant’s Guiding Principles and require a completed Facility Request Form. Reservations are reviewed on a first-come, first-served basis and balanced against Verdant’s own programs for room usage. 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.

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

Facility Request Forms should be submitted by:

- Email: [wellnesscenter@verdanthealth.org](mailto:wellnesscenter@verdanthealth.org) (preferred method)
- 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 = Room reserved and not available; Tentative = Room reservation is on hold for use by another group – Submit a Facility Request Form and Verdant will determine availability for tentative holds.

## 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 – Medium-sized Conference Room— [View room availability calendar](#)
- Cypress Room — Private Meeting Room/Small Conference Room — [View room availability calendar](#)

## 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.” Email [wellnesscenter@verdanthealth.org](mailto:wellnesscenter@verdanthealth.org) 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 for damage or injury (determined by Verdant staff).

## Restrictions of Use:

- **Smoking** - The VCWC is a smoke-free, vape-free and 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 given to Verdant 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.
- For inclement weather, the VCWC follows the Edmonds School District's weather emergency policy and will close or delay opening if the school district is closed or delayed.

## 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, this must be included on your Facility Request Form.

- 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 center *may* be available. Users need to provide their own ground coffee. Contact Verdant staff for more details.

## Use of Teaching 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 or groups approved to use the space.

Email [wellnesscenter@verdanthhealth.org](mailto:wellnesscenter@verdanthhealth.org) for more details on using the teaching kitchen.

## 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 or you may be subject to towing at the vehicle owner's expense.

## 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 and 2<sup>nd</sup> 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.
- If there is no damage, refunds will be paid in the form of a check and mailed to the mailing address on the Facility Request Form within ten (10) business days following the conclusion of 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 facility use.

**The Verdant Community Wellness Center is a valuable resource to the South Snohomish County community.  
Thank you for reviewing these Facility Use Guidelines.**