



Island Transit

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MEETING ROOM USE POLICY

A. PURPOSE

The purpose of the Meeting Room Use Policy is to ensure that Island Transit provides access to its public meeting room in an equitable manner to non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work.

B. SCOPE

This policy applies to public use of the meeting room owned by Island Transit.

C. IMPLEMENTATION

1. Access to Public Meeting Room

- a. Island Transit allows use of its meeting room by non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work, regardless of the beliefs or affiliations or the organizations. Island Transit does not advocate or endorse the viewpoints of meeting room users.
- b. Except for meetings held by state and local agencies that are exempt from open meeting law, meetings will be non-exclusive and will be open to the general public, regardless of the attendee's gender, race, ethnicity, age, disability, sexual orientation, veteran status, or religious or political affiliation.
- c. Island Transit's meeting room is available free of charge.
- d. Organizations using Island Transit's meeting room will provide free admission to meetings held in the room.

2. Availability of Public Meeting Room

- a. Meeting room use will be prioritized in the following order:
 - i. Island Transit sponsored activities

- ii. Meetings or activities of committees or boards of local government
 - iii. Other non-commercial organizations engaged in educational, cultural, intellectual, charitable or civic work.
 - b. Due to high demand for limited meeting room space, frequency and duration of room use by an organization may be limited.
 - c. The meeting room may only be reserved one week in advance.
 - d. The meeting room is only available Monday – Friday, 8:00 AM to 4:00 PM. The meeting room is not available during weekends and holiday closures.
 - e. Meetings or events which interfere with normal Island Transit operations will not be accommodated.
 - f. Island Transit will only supply tables and chairs. There are public restrooms available in the lobby. All other items, such as audio/visual equipment, computers, office supplies, etc., must be supplied by the organization.
 - g. Island Transit reserves the right to cancel meeting room reservations due to construction, emergency closures or other unforeseen events.
3. Other
- a. Organizations using the public meeting room will publicize events in a manner that does not suggest Island Transit sponsorship or affiliation.
 - b. Alcoholic beverages may not be served or consumed on Island Transit property.
 - c. Noncompliance with this policy may result in an organization being denied further use of the meeting room.
 - d. Sales or merchandise, services, or solicitations for donations are not permitted during an organization's meeting.

D. CONTACT INFORMATION

Contact Island Transit at info@islandtransit.org or (360) 678-7771 for more information or to reserve the public meeting room.

Island Transit is a drug and alcohol free workplace and an Equal Employment Opportunity employer.