

Rules and Regulations for Use of PUD Auditoriums

Auditoriums are available for public use as a part of Chelan Public Utility District's ("PUD") public service commitment. Auditoriums are available on weekdays between 5:30 p.m. and 8 p.m. for non-profit and community group organization meetings held in public interest, but not for functions where/for:

- Admission is charged,
- Fundraising or gambling is a part of the meeting regardless of purpose, or
- Dances, receptions, or private parties.

A few examples of community group organizations are Homeowner Associations, Parent/Teacher association meetings, irrigation association meetings, and free CPR/1st Aid training.

To support the community, the following has been established:

- There is no charge by the PUD for use of the auditoriums.
- The Chelan and Leavenworth auditoriums and adjacent restrooms are the only portion of the PUD's office facilities that are offered for use.
- Facilities are reserved on a first come, first serve basis. Separate reservations must be made for each use online, with the frequency of the meetings limited at the discretion of the PUD.
- The use of PUD auditoriums shall be revocable at the discretion of the PUD without liability and shall not be considered a lease.
- The privilege of using the auditoriums may be rescinded for reasons of (but not limited to) disregard of these Rules and Regulations, creation of a disturbance, or willful damage to the equipment, building, or facilities.

Applicant must/agrees to:

- Call (509) 661-8400, option 2, to schedule a time to obtain an auditorium badge "key" from the Wenatchee PUD office at 203 Olds Station Road, Wenatchee between the hours of 8:00 a.m. and 5:00 p.m. weekdays (excluding holidays) no sooner than two business days before the date of reservation.
- Return the badge ("key") to a PUD payment drop box at the Chelan or Leavenworth PUD office immediately following use.
- Set up tables and chairs.
- Return space to the original state in the same or better condition after use and before vacating the building. Any damage to or removal of auditorium equipment or facilities is the responsibility of the Applicant and their organization.
- Bring a WIFI hotspot or other personal method to connect to your personal internet or cell phone carrier if you would like to connect to the internet.
- Ensure no material of any kind (i.e., signs, decorations, posters, etc.) are tacked, posted, or fastened to walls or woodwork on the premises unless on a corkboard, if available.
- Use only whiteboard dry-erase markers on whiteboards.
- Understand limited parking is available at the facilities.
- Ensure lights are turned off and outside doors are closed and locked when vacating the building.
- Monitor and control all attendees in accordance with established rules and regulations, special use conditions, city, county, and state laws.
- Ensure at no time shall any person be allowed to supply or consume alcoholic beverages, controlled substances, or illegal drugs while in PUD facilities and/or property.
- Ensure no smoking (including vaping) in the building and within 25 feet from entrances, exits, windows, etc.
- Provide adequate adult supervision. This shall include proper police, fire, and emergency protection where necessary.
- Ensure animals are not allowed on the premises (except service animals trained to assist individuals with disabilities).
- Vacate the premise no later than 8:15 p.m. on the day of reservation.
- Hold the PUD, Board of Commissioners, PUD employees and volunteers harmless from all liability resulting from the use unless caused by the PUD's sole negligence and agrees to reimburse the PUD for any damage arising and/or cleaning from the Applicant's use of facilities.

These Rules and Regulations are neither all-inclusive nor exhaustive, but rather exemplary of the general conditions under which PUD facilities may be used and the responsibilities expected of users. PUD Rules and Regulations may be added to or otherwise adjusted as needed.

