Request to Use Park Facilities or Lands Screening Form

This form is the initial screening for requests involving structural additions or changes to existing park facilities or park land not directly associated with requests for special events or ballfields, picnic shelter reservations, or camping. Requests shall be submitted at least 60 days prior to the date for which the proposed project is requested.

The Request must include: **Date:** _____

Contact Name:	Group or Organization:
Email:	Phone:
Name, address and phone number of the person who will be responsible for the project (if different than contact name above):	
Are you an organization with non-profit 501(c)(3) status? Yes ☐ No ☐	
Title of your proposed project:	
Category (check one): Add a structure ☐ Change an existing structure ☐ Special Use ☐	
The specific park and location being requested:	
Briefly describe your project:	
What requested support will be required by Chelan PUD? (i.e. maintenance, construction, engineering, financial support, etc.)	
Briefly describe how this project request will provide value and benefit to the District and its customer/owners:	
List any potential community partners for this project:	
Do you have any information to support this project (e.g. a community survey, data, etc.)? Please include or reference.	
Duration of the Project:	
How will this project be funded? Estimated Cost? Ongoing Expenses?	
Other considerations for your proposal we should know about:	

Return this completed form to:
Ryan Baker, Parks Manager, ryan.baker@chelanpud.org
Or by mail: Chelan County PUD, Parks Manager, P.O. Box 1231, Wenatchee, WA 98807-1231

SUBMIT VIA EMAIL

A response to your request will be provided in about 5 to 7 business days. Additional information may be requested to adequately respond to your request. **You will be notified if the request requires approval by Chelan PUD Board of Commissioners.** Any decision by the District may be appealed with a written letter to the Director of Licensing and Compliance.

What criteria is used to evaluate an event for approval?

1. Compatibility with the District's Mission and Values, Strategic Goals, and Policies and Guidelines
2. Conformance with the District's legal authority and Federal License
3. Suitability of the park facility to accommodate the project

For internal use only - Approval Signatures:

Manager: _____ Director: _____
Managing Director: _____ General Counsel (if required): _____
General Manager (if required): _____