

Public Utility District No. 1 of Chelan County – Facilities Department

PO Box 1231 Wenatchee WA 98807-1231



Application for use of Auditorium

Applicant (please print) _____ Email: _____

Organization (if applicable) _____ Non-Profit Yes No

Mailing Address _____ City _____ State _____ Zip _____

Person in Charge: _____ Phone : _____ (h) _____ (w) _____ (cell)

Facility Request:

WENATCHEE AUDITORIUM

Capacity - 88 (each side)
- 176 (whole room)

LEAVENWORTH AUDITORIUM

Capacity - 50

CHELAN AUDITORIUM

Capacity - 35

Dates: _____ Hour: From: _____ to: _____

Dates: _____ Hour: From: _____ to: _____

Days of Week: M T W TH F S SU Circle Day(s) **Not available until after 5:00 p.m. Monday thru Friday.**

Weekends: Available any time of day or night

Special requirements or additional information _____

Is use of District's special equipment desired: Yes No
If "Yes", check all that apply Podium Screen Coffee Pot

Describe Briefly/Event Name _____

Web Site address for Special Event information: _____

A. Primary use is for ADULT CHILD B. Number of people expected _____

AGREEMENT FOR USE IS CONTAINED ON THE REVERSE SIDE OF THIS FORM. Organization shall indemnify and hold harmless, defend and pay on behalf of the District and its officers, managers, directors, employees, servants, and agents from and against all liability, penalties, costs, losses, damage, expenses, causes of action, claims or judgments (including attorney's fees) resulting from injury to or death sustained to person including observers or organization's participants, employees or representatives or damage to property of any kind which injury, death, or damage arises out of or is in any way connected with the activity or event herein described regardless of how the injury or damage was caused or suffered. The organization's hold harmless agreement shall apply to any act or mission, willful misconduct or negligence, whether passive or active, on the part of the organization or its participants, agents or employees; except, that this agreement shall not be applicable to Injury, death, or damage to property or persons arising from the sole negligence or the sole willful misconduct of the District.

Applicant's Signature _____ Date: _____

For Facilities Department Use Only Approved Not Approved Approved with conditions Evidence of Insurance Required Yes No
Insurance Checklist Attached Yes No N/A
Signature: _____ Date: _____
Notes: _____



Auditorium Use Agreement

The Applicant Representative (hereinafter referred to as “applicant”), on behalf of Applicant Organization, hereby makes application to Public Utility District No. 1 of Chelan County for use of District facilities described on this document and certifies that the information given in the Application is correct. The Applicant further states that he/she has the authority to submit this Application and acknowledges that he/she has received a copy of the Rules and Regulations and understands the Controversial, Religious and Political provision of said rules and regulations. The Applicant agrees to exercise the utmost care in the use of District facilities and to save the District, Board of Commissioners, District employees and volunteers harmless from all liability resulting from the use of said facilities unless caused by the Districts sole negligence. The Applicant further agrees to reimburse the District for any damage arising from the Applicant’s use of said facilities.

Applicant understands that he/she is responsible for and aware of the following:

1. Leave the facility in the same or better condition as when they arrived. This includes the restrooms. The Applicant is responsible for cleaning up the facility after their use. This cleaning shall include removing their excess materials, equipment, furnishings and rubbish during and after the use of the facilities. The cost of any additional cleaning or repairs that require the District personnel will be charged to the Applicant Organization. All cleaning must be done immediately following the event.
2. Repair and/or replacement of any District equipment lost, damaged or stolen, or facility damage as the direct of the result of the event.
3. Monitor and Control all participants and spectators in accordance with established rules and regulations, special use conditions, City, County, and State laws.
4. Provide adequate adult supervision. This shall include proper police, fire, and emergency protection where necessary.
5. At no time shall any person connected with the event be allowed to consume alcoholic beverages, controlled substances or legend drugs while in District facilities.
6. The District has the absolute right of cancellation without liability.
7. Use of District facilities is cancelled when facilities are closed due to an emergency,
8. The facility reservation applies to the appropriate area only (including adjacent restroom facilities).
9. Approved Applications for use of District auditoriums shall be revocable at the discretion of the District and shall not be considered a lease.
10. Limited parking is available at the facilities. Please inform participants that adequate parking must be available at all times for District customers.

These guidelines are neither all inclusive nor exhaustive, but rather exemplary of the general conditions under which Public Utility District No. 1 of Chelan County facilities may be used and the responsibilities expected of users. District rules and policies may be added to or otherwise adjusted as circumstances and the judgment of District staff dictate.

PRINT NAME

ORGANIZATION

SIGNATURE

DATE