

Rules and Regulations for Use of District Auditoriums

Auditoriums are made available for public use as part of Public Utility District No.1 of Chelan County's public service commitment. Auditoriums are available to public, community, and non-profit organizations on an equal, non-discriminatory basis.

First priority for use of District auditoriums shall be for activities related to District business. Secondly, auditoriums are available for use by the public for meetings held in the public interest, but not for functions (1) to which admission is charged, (2) where actual fund raising is a part of the meeting regardless of purpose, (3) dances, receptions or private parties, or (4) to controversial, religious or political groups. Reservations for meetings on a regularly recurring basis will not be permitted.

To ensure maximum benefits for the community, the following policies have been established:

1. There is no charge by the District for use of the Auditoriums.
2. The auditoriums are the only portion of the District's office facilities that are offered for the public's convenience. The District requests that all groups limit their activities to the conference room area reserved and adjacent restrooms. Auditoriums are available after 5 p.m. Monday through Friday and all day Saturday and Sunday.
3. Facilities are reserved on a first-come, first served basis. Separate reservations must be made for each use, with the frequency of the meetings limited at the discretion of the District. Use of auditoriums will be subject to approval by the District following receipt and review of a completed Use of Auditoriums form located at www.chelanpud.org.
4. Applicant shall be responsible for (1) obtaining the auditorium key for opening the doors, (2) condition of the conference room after use, (3) locking the outside doors when vacating the building, and (4) returning the key to the District. Drop boxes are provided for returning the key. Keys may be picked up from the local District office during regular business hours (8 a.m. to 5 p.m. weekdays, excluding holidays. The Leavenworth office is closed from 11 a.m. to noon).
5. No material of any kind (such as signs, decorations, posters) shall be tacked, posted or fastened to walls or woodwork on the premises. If cork boards are available, those may be used for signs, posters or decorations. If whiteboards are available, use only the dry-erase markers provided.
6. Wenatchee headquarters building auditorium: Kitchen facilities may be used to prepare coffee and light refreshments only. Serving of meals is not allowed.
7. Wenatchee headquarters building auditorium: Audio-visual equipment may be available for use. Requests for such equipment shall be submitted on the Use of Auditoriums form. Applicant is responsible to report to the District if any problems are encountered with use of the A/V equipment.
8. Tables and chairs may be rearranged as necessary. However, the room must be returned to its original configuration before vacating the building.
9. Alcoholic beverages may not be served on the premises.
10. Smoking is prohibited in the building.
11. Animals are not allowed on the premises (except guide animals).
12. Each group shall be responsible for leaving all areas and equipment clean and in good order. Any damages to auditoriums, equipment or facilities (including dishes, kitchen utensils, etc.) are the responsibility of the Applicant and the Applicant's organization.
13. Lights and appliances are to be turned off and doors locked upon vacating the premises. The key shall be deposited in the designated key drop boxes immediately.

The privilege of using the auditoriums may be rescinded for reasons of (but not limited to) disregard of the rules, creation of a disturbance, or willful damage to the building or facilities.