



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

Special requirements or additional information \_\_\_\_\_

Is use of District's special equipment desired:

Yes  No (Wenatchee Auditorium Only)

If "Yes", check all that apply

Podium  Public Address System  Projector

Screen

TV/VCR  Other: \_\_\_\_\_

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 hold the District, Board of Commissioners, District employees and volunteers harmless from all liability resulting from the use of said facilities unless caused by the District’s 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 must observe the following requirements:

1. If this is a Special Event, prior to the activity, please provide the District with Certificate of Insurance evidencing liability insurance, including Chelan County PUD No. 1 named as an additional insured, and cross liability or severability of interests clause.
2. Leave the facility in the same or better condition as when Applicant arrived. This includes the restrooms. The Applicant is responsible for cleaning up the facility after use. This cleaning shall include removing excess materials, equipment, furnishings and rubbish during and after use of the facilities. The cost of any additional cleaning or repairs that require the District personnel will be charged to the user group. All cleaning must be done immediately following the event.
3. Repair and/or replace of any District equipment lost, damaged or stolen, or facility damage as the direct of the result of the event.
4. Monitor and control all participants and spectators in accordance with established rules and regulations, special use conditions, city, county, and state laws.
5. Provide adequate adult supervision. This shall include proper police, fire, and emergency protection where necessary.
6. 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.
7. The District has the absolute right of cancellation without liability.
8. Use of District facilities is canceled when facilities are closed due to an emergency,
9. The facility reservation applies to the appropriate area only (including adjacent restroom facilities).
10. Approved Applications for use of District auditoriums shall be revocable at the discretion of the District and shall not be considered a lease.
11. 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**