



Mason County PUD No. 3 Policy

Policy Name: AUDITORIUM USE POLICY AND PROCEDURES		
Effective Date: February 20, 2018		Policy No.:ADM/Audit/g
Approved By: Commission	Compliance: RCW Compliance	Responsible Party: ADMINISTRATION
Department: ADMINISTRATION		Suggested Review: Every 2 Years

Purpose: The Board of Commissioners for Mason County Public Utility District No. 3 is given authority over the operation of PUD 3 as defined in Chapter 54 of the Revised Code of Washington. This authority includes determination of the suitable use of PUD 3 facilities and the policies governing their function. To maintain the availability of the PUD auditorium for appropriate community meeting space, the PUD Commission has adopted this policy.

The auditorium of Mason County PUD No. 3 is available to responsible, non-profit organizations and public agencies, for meetings only, between the hours of 7:00 a.m. and 10:00 p.m. on weekdays and weekends, when not in use by the PUD.

Policy: Granting permission for the use of the facilities does not imply PUD 3 endorsement of organizations or individuals permitted to use the auditorium.

The use of Mason County PUD No. 3 shall be consistent with RCW 42.17.130, which forbids the use of public agency facilities, directly or indirectly, for the purpose of assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition. The application of this policy shall be consistent with the most current interpretation of the Washington State Public Disclosure Commission on the application of RCW 42.17.130.

The auditorium shall NOT be made available to any business, individual or organization where admission is charged, a compulsory collection is taken or where the intent of the event is to acquire private gain in any form. This restriction is intended to bar use of public facilities by commercial enterprises for their own profit or benefit. Rummage sales and/or retail sales activities are not allowed.

Responsibilities:

The manager, or her/his designee, is authorized to approve, deny and set all conditions for community use of buildings and grounds under the directions contained in this policy.

PUD 3 reserves the right to cancel any reservation if the facility is required for PUD or other official purposes.

Failure to follow this policy and these procedures will jeopardize future use of the auditorium by the user and/or group.



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Procedure:

1.0 RESERVATIONS & PAYMENT PROCEDURES

- 1.1 Use of the auditorium will be granted through a representative of the group who shall complete an Auditorium Use Application. This representative must be present during the entire time period of use, and will be considered the responsible party in case of damage, theft or disturbance during the event. Should there be damage or insufficient cleaning of the auditorium as determined solely by the PUD, the representative will be considered the responsible party for payment in full of the total amount of damage, cleaning, etc., required.
- 1.2 Reservations for use of the auditorium will be accepted on a first-come, first-serve basis only.
- 1.3 Reservations will not be taken more than one (1) calendar year in advance. For groups wishing to use the auditorium on a regular monthly or weekly basis, reservations will be allowed in January for the calendar year ending December 31.
- 1.4 It is not the responsibility of PUD personnel to make future reservations for any user or group.
- 1.5 A new Auditorium Use Application must be completed at least every January if the responsible party changes.
- 1.6 Hours of use are consecutive and must include time for delivery of supplies, set up, take down and clean up.
- 1.7 In consideration of other potential users of the facility, cancellations should be made at least 48 hours prior to the scheduled event.
- 1.8 The auditorium is not available on New Year's Day, Martin Luther Kings, Jr. Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas, or any day on which one of these holidays is observed if they fall on a weekend.

2.0 SPECIAL OCCASION USE

- 2.1 PUD 3's kitchen facilities are not available to users of the auditorium; however, light refreshments may be served in the facility and a small sink is available for use.
- 2.2 With manager approval, community-wide events sponsored by groups such as the Chamber of Commerce, may use the auditorium for social gatherings that include the serving of alcoholic beverages providing reservations for such an event are made at least two weeks in advance of the event date, and the following additional requirements are met:
 - A Washington State Special Occasions License or Banquet Permit must be obtained and displayed in the room during the event. A copy of the permit or license must be provided to the PUD prior to use of the auditorium.
 - A Banquet Permit is needed for all business or social organization functions where alcohol is served at no charge and/or brought in by its members. The banquet permit is for a private, invitation only event that is not open or advertised to the public. No alcohol may be sold under a banquet permit.
 - A Special Occasion License allows a nonprofit organization to sell liquor at a specified date and place. All proceeds from the sale of liquor must go directly back into the nonprofit organization. "Selling or sale" includes soliciting and accepting donations.
- 2.3 The applicant shall furnish to the PUD evidence in advance of the event that he/she/it has in full force and effect, a liability policy with Mason County PUD No. 3 as an additional insured in the amount of \$500,000 covering any bodily injury or property damage arising out of or in any way connected with the use of the



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facility by the applicant; except claims for damages or personal injuries that arise from the sole negligence of Mason County PUD No. 3.

3.0 BUILDING ACCESS

- 3.1 A representative of PUD 3 will open and unlock the auditorium, and make available those items requested on the application for use.
- 3.2 Auditorium users must arrive within 15 minutes of their scheduled reservation time. After hours PUD personnel may not be available to open the facility if a group is more than 15 minutes late.
- 3.3 When the event is over, the PUD 3 representative, along with the responsible user, will inspect the facilities for cleanliness and damage, and lock the facility.

4.0 SET UP & CLEAN UP

- 4.1 Auditorium users are responsible for setting up and putting away the tables and chairs required for the period of use.
- 4.2 All items brought into the auditorium by users need to be removed by the end of the period of use. Users must clean up leftover refreshments, materials, equipment, furnishings, and decorations after use of the auditorium. Failure to do so may result in a billing to the responsible user and jeopardize future use of the facility by the user and/or group.
- 4.3 The auditorium must be kept free of items which could cause bodily injury to those who make use of the facility.
- 4.4 Following cleaning, all tables and chairs must be returned to the storage closets.
- 4.5 Walls, floors, table surfaces, etc., shall not be marred, defaced or in any way damaged. **No helium balloons are allowed.**
- 4.6 Garbage must be bagged and left for the PUD representative to remove.
- 4.7 Cleaning of the facilities is the responsibility of the auditorium user; however, cleaning equipment will be provided by the PUD representative on site.
 - Cleaning includes picking up debris, vacuuming, mopping, and the bathrooms must be clean and the sink, countertops and cupboards must be wiped down.
- 4.8 The user of the auditorium agrees to pay the cost of any cleaning or damage repair to all building facilities, furnishings and equipment. The PUD representative will perform a post-event walk through to determine if there is any cleaning or damage repair needed.

5.0 FACILITY INFORMATION

- 5.1 The auditorium is 3,722 square feet and the maximum occupancy of the facility is 249 people. The facility can be split into two smaller rooms of 1,864 square feet and 1,887 square feet that are separated by a movable wall. Maximum occupancy on each side is 123 and 126 respectively.
 - There will be times when both sides of the facility are being used by different groups. Each group shall be respectful of the other. Any user or group found interfering with another will no longer be allowed to use the facilities.
- 5.2 PUD 3 kitchen facilities are not available; however, light refreshments may be served in the auditorium. A small sink and counter space is available.
- 5.3 Restrooms are available and the entire facility is ADA compliant.



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- 5.4 Parking is available in the parking lot to the west of the facility. Additional parking is available in the front of the main administration building. Please respect designated parking areas.
 - No parking is allowed in the driveways, and no vehicles shall block the payment drop box or gates into or out of the PUD 3 operations center.
- 5.5 If requested in advance on the Auditorium Use Application, the following is available to a user of the auditorium: projectors, screens, microphones, lectern, and internet access. Use of any of these items is available only through the PUD representative on site, and must not interfere with another group using the adjacent facility. All attempts will be made so as not to schedule conflicting events.
- 5.6 Limited locked storage space is available to rent to groups on a first-come, first-served basis. There are four cabinets that are 33 ½" wide, 19" high, and 21" deep and four cabinets that are 38 ½" wide, 19" high, and 21" deep.
 - Rent shall be \$10 per month, payable on an semi-annual basis in January and July.
 - Locker rentals will be billed in advance through the end of the six month period.
 - Any new locker rentals, or rental discontinuations, will be prorated through the end of the six month period.

6.0 GENERAL RULES

- 6.1 Decorations may only be attached to the walls using painters' masking tape or a similar non-marring material.
- 6.2 Throwing of confetti, rice, etc., inside or outside the facility is not permitted.
- 6.3 Illegal drugs, open flames, and/or gambling are not permitted. Smoking is allowed only in the parking area to the west of the auditorium, with smokers maintaining a distance of at least 25 feet from any operable door, window or ventilation intake, and properly disposing of cigarette/cigar butts and ashes in the provider container.
- 6.4 Alcoholic beverages are prohibited unless the PUD 3 manager has approved a special occasion use at least two weeks in advance of the event.
- 6.5 All minors on the premises must have adequate adult supervision.
- 6.6 No athletic events or activities are allowed on PUD 3 property by auditorium users. Mason County PUD No. 3 is not responsible for accident, injury or loss of property.
- 6.7 Failure to follow the policy and procedures on the use of the auditorium will jeopardize future use of the facility.
- 6.8 Mason County PUD No. 3 reserves the right to cancel any reservation if the facility is required for PUD 3 or other official purposes.

Revision	Date	Description of Change	Approval By
F	March 27, 2012		Resolution No. 1565
G	February 20, 2018		Resolution No. 1704