



## *Benton PUD Kennewick & Prosser Auditorium Rental Information*

Benton PUD has two Auditoriums available for public use by non-profit associations, public agencies, municipal corporations and charitable organizations.

To reserve the Auditoriums, please call (509) 585-5362 or email [Auditorium@bentonpud.org](mailto:Auditorium@bentonpud.org).

- Locations:** 2721 W. 10<sup>th</sup> Avenue Kennewick, WA 99336  
250 N. Gap Road Prosser, WA 99350
- Hours:** 7:00 am – 11:00 pm, 7 days a week
- Rental fee:** \$20 per day (Payment required one business day prior to each meeting or same-day)

### **Capacity and Available Equipment**

#### ***Kennewick Auditorium***

- 144 person capacity – standing room only per side, 288 person capacity - standing room only for entire Auditorium (rental available for one or both sides)
- Up to 20 standard 8 ft. tables (normally 8 people to a table)
- Approximately 120 chairs
- Rental of half of the Auditorium will allow the renter to use half of the tables and chairs if the other side of the Auditorium is in use
- Projection screen available (no other audio/visual equipment is provided by Benton PUD)
- Publicly accessible wireless (Wi-Fi) is available (no after-hours support will be available). Wi-Fi authentication will be posted in the Auditorium. Please see the Wireless Network section of this document for more information regarding wireless access.
- The rental charge of \$20 applies regardless of whether the entire Auditorium or only half of the Auditorium is rented

#### ***Prosser Auditorium***

- 212 person capacity – standing room only for entire Auditorium
- 10 standard 8 ft. tables (normally 8 people to a table)
- Approximately 100 chairs
- No audio/visual equipment is provided by Benton PUD
- Publicly accessible wireless (Wi-Fi) is available (no after-hours support will be available). Wi-Fi authentication will be posted in the Auditorium. Please see the Wireless Network section of this document for more information regarding wireless access.

### **Parking**

- During Benton PUD's regular business hours of 8:30 a.m. – 5:00 p.m., parking is limited to designated areas. Please see the enclosed maps as a guide for Auditorium parking.

### **Rental Availability**

- The Auditorium is available to organizations six times per quarter and is generally limited to two meetings per month, in order to accommodate more organizations.
- Organizations renting the Auditorium can reserve in advance meetings for the following year, but must wait until October of the current year to request those reservations.
- Reservations will be made in the order they are received.
- Weekend use may be limited to one group per weekend.
- Benton PUD reserves the right of priority use over any other organization, regardless of the date of the reservation for rental. Benton PUD will evaluate all options prior to making a decision to cancel a reservation. Determination of cancellation of a reservation will be made by the General Manager or Director level staff. Benton PUD will attempt to give reasonable notice of its intent to use the Auditorium if conflicts occur with other organizations already scheduled to use the facilities. Any expenses incurred by the organization are not subject to reimbursement by Benton PUD if a cancellation occurs.

### **Organization (Renter) Responsibility**

- Benton PUD is not responsible for accident, injury or loss of property resulting from an Organization's rental of the Auditorium facilities.
- Prepare and set up tables and chairs for meetings
- Bring own necessary equipment, i.e., audio/visual needs
- Consumption of food and beverages is allowed inside of the Auditorium and in the foyer area.
- Upon completion, fold all tables and chairs and place in storage areas
- Clean tables and any carpet spills (basic cleaning agents are provided). Please see the Cleanliness and Condition of the Auditorium section of this document for more information regarding spills.
- Place all garbage in the facilities provided. In Kennewick, any excess garbage can be disposed of in the dumpster located in the parking lot adjacent to the Auditorium.
- Any and all equipment provided as part of Benton PUD's facilities must not be removed from its facilities
- An inspection may be made after use, and actual costs for damages or excessive cleaning may be charged at Benton PUD's discretion
- Lock the Auditorium and if in Kennewick, arm the security system (after regular business hours)

### **Cleanliness and Condition of the Auditorium**

- Consumption of food and beverages is allowed inside of the Auditorium and in the foyer area.

- General cleaning supplies will be provided in each side of the Auditorium which includes rags, broom, dust pan and a bucket.
- Organizations are expected to leave the Auditorium in a condition that is usable by others. This includes placing debris and garbage in the garbage cans located in the Auditorium. In Kennewick, if the garbage can becomes full, the organization should empty the cans in Benton PUD's dumpster, located in the parking lot adjacent to the Auditorium.
- If a spill occurs, the organization should make best efforts to clean the spill with the provided supplies. If a spill occurs that cannot be adequately cleaned, the organization must notify Benton PUD the next business day so that appropriate cleaning can be done by Benton PUD.
- If the Auditorium is left in a condition that is not suitable for use by another organization, including excessive garbage or failure to notify Benton PUD of a spill that could not be adequately cleaned, Benton PUD may limit future rentals to the applicable organization.

### **Wireless (Wi-Fi) Network**

- Availability of Wi-Fi is not guaranteed and no after-hours support will be provided for the Wi-Fi network.
- Organizations that would like to test connection to the Wi-Fi network must schedule time during Benton PUD's normal business hours of Monday – Friday, 8:30 a.m. – 5:00 p.m.
- Users connected to Wi-Fi will have their network traffic restricted based on industry best practices in order to protect Benton PUD network hardware as well as end user devices. Further, network traffic will be logged for diagnostic purposes.
- Wi-Fi authentication and the Guest Use Policy will be posted in the Auditorium.

### **Rental Policies/Restrictions**

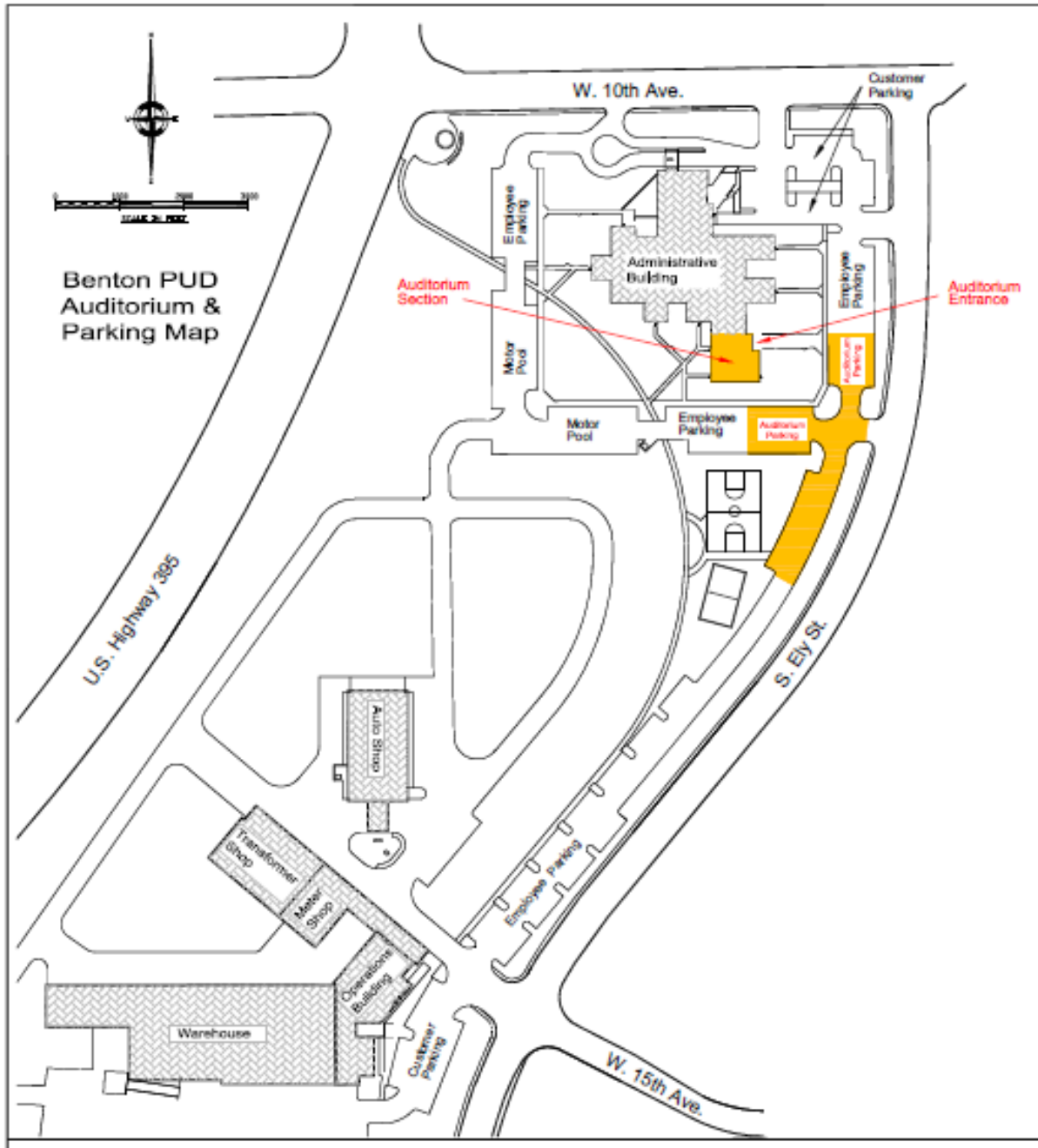
- The Auditorium shall not be made available to any organizations where admission is charged or a compulsory collection is taken where the intent of the event is to acquire private gain in any form. This restriction is intended to bar use of the Auditorium by organizations for their own profit or financial benefit.
- The Auditorium may not be used for any illegal purposes or activities. Benton PUD reserves the right to deny use of the Auditorium when the prescribed use of the facility (dancing, exercising, or other physical activity) may lead to excessive wear and tear of the facility.
- The Auditorium may be used by organizations for the purpose of supporting a political viewpoint, candidate, or ballot measure on a non-discriminatory basis; however, under no circumstances shall any organization or person make use of Benton PUD property, signs, or logos which would imply Benton PUD's support or opposition to a candidate or issue. Accordingly, signs or demonstrations are not allowed outside of the Auditorium.
- Availability of Wi-Fi is not guaranteed and no after-hours support will be provided for the Wi-Fi network. Organizations that would like to test connection to the Wi-Fi network must schedule time during Benton PUD's normal business hours of Monday –

Friday, 8:30 a.m. – 5:00 p.m. Users connected to Wi-Fi will have their network traffic restricted based on industry best practices in order to protect Benton PUD network hardware as well as end user devices. Further, network traffic will be logged for diagnostic purposes.

- In compliance with Washington State Law, no smoking (including e-cigarettes) is allowed inside the Auditorium or within 25 feet of any entrances or exits to Benton PUD properties. Any renter non-compliance may result in denial of future use of the facilities and/or a civil fine in accordance with Washington State's prohibition on smoking at or near public facilities.
- No alcoholic beverages, recreational marijuana, or illegal substances are allowed inside the Auditorium or on any Benton PUD properties including the park area next to the Kennewick facility.
- No firearms are allowed in the Auditorium during business hours. Benton PUD business hours are defined as 6:00 a.m. to 6:00 p.m., Monday through Friday. Law enforcement agencies are exempt from the firearm restriction during business hours.
- No use of Benton PUD's audio/visual equipment is allowed.
- Except for service animals, no animals are allowed inside or outside of the Auditorium.
- No fire is allowed inside the Auditorium or on any Benton PUD properties.
- Non-compliance with any Benton PUD policies regarding facilities usage, including creating a public disturbance or damage to any of Benton PUD's facilities and/or properties, may result in a deposit requirement for future use of the facilities or denial of future use, at Benton PUD's sole discretion.

### Kennewick Auditorium Parking Map

- Please utilize the area zones “Auditorium Parking” only.
- BPUD encourages all visitors to receive a copy of this map as a guide for locating and parking in the designated areas.
- Feel free to utilize all available parking area’s during non-business hours, weekends and observed holidays.



# Prosser Auditorium Parking Map

