

ADMINISTRATION DIRECTIVE NO. 7

March 2009

USE OF THE DISTRICT'S AUDITORIUM FACILITIES BY THE PUBLIC

Policy

Benton Public Utility District ("District") has two auditoriums available for public use. The auditoriums are located at 2721 West 10th Avenue, Kennewick, Washington, and 250 N. Gap Road, Prosser, Washington.

As a community service, the District's auditoriums may be available to the public if they are not in use for the conduct of District business. *As a public agency, the District limits the use and rental of its auditoriums to non-profit associations, public agencies, municipal corporations, and charitable organizations ("Organizations").*

The primary purpose of the auditorium is to conduct District business. As such, District needs take priority over use by any other organization. Organizations which choose to rent the auditorium from the District do so with the understanding that scheduled meetings may be canceled unilaterally by the District. The Manager of Customer Service in the Kennewick facility and the Prosser Branch Manager are responsible for adherence to this policy and may make discretionary decisions as necessary to ensure compliance and to cause the least disruption to the business of the District.

Use of the auditoriums may be provided to Organizations on a non-fee basis if such Organizations are on the District Affiliations List as approved annually by the Benton PUD Commission. The District recognizes the educational, public service, and community enhancement benefits received by the District through the participation of District employees in these Organizations, as well as the benefits derived through an enhanced public image for the District. Use of the auditoriums by these Organizations on a non-fee basis should not detract from the main business of the District, and may be limited to occasional meetings to ensure availability to a wide range of Organizations.

The auditoriums 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 public facilities by Organizations for their own profit or benefit.

The facility may not be used for any illegal purposes or activities. The District reserves the right to deny use of the facility 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 District property, signs, or logos which would imply the District's support or opposition to a candidate or issue. Accordingly, signs or demonstrations are not allowed outside of the auditorium.

Granting permission for the use of the facilities does not imply District endorsement of Organizations permitted to use the auditorium.

The facility is available to organizations six times per quarter and is generally limited to two meetings per month, in order to accommodate more Organizations.

The District is not responsible for accident, injury or loss of property resulting from an Organization's rental of the auditorium facilities.

Failure to follow this policy may jeopardize future use of the facilities by the offending Organization at the discretion of the District.

Rental Fee and Availability

A charge of \$20 per meeting per day will be assessed for rental of the Kennewick and Prosser auditoriums.

The auditoriums are available for rental between 7:00 a.m. until 11:00 p.m. Monday through Sunday. Weekend use may be limited to one group per weekend. Reservations will be made in the order they are received. Organizations renting the auditorium(s) can reserve in advance meetings for the following year, but must wait until October of the current year to request those reservations. Payments are required prior to each meeting – prepaying for multiple meetings is not allowed.

A key to the auditorium and a security code will be provided when the Acknowledgement of the Terms of Auditorium Rental is signed and upon payment of the rental fee. Payment can be accomplished during normal business hours, Monday through Friday, 8:30 a.m. to 5:00 p.m. (except holidays).

The District reserves the right of priority use over any other group, regardless of the date of the reservation for rental. District staff will attempt to give reasonable notice of its intent to use the facilities if conflicts occur with other organizations already scheduled to use the facilities

Facility Capacity and Available Equipment

Kennewick Auditorium

- 144 person capacity for each side (rental available for half or whole) *Rental charge of \$20 applies regardless of whether the entire auditorium or only half of the auditorium is rented.*
- 20 tables (normally 8 people to a table)
- 135 folding chairs
- Projection Screen only (no other audio or visual equipment is provided by the District)

(Rental of half of the facility will allow the user to use half of the tables and chairs if the other side of the Auditorium is also in use.)

Prosser Auditorium

- 195 person capacity
- 10 tables (normally 8 people to a table)
- 100 folding chairs
- No audio or visual equipment is provided by the District. Projection Screen not available.

It is the Organization's responsibility to set up tables and chairs, to put them back in storage after the meeting, and to place all garbage in the facilities provided. Any and all equipment provided as part of the District's facilities must not be removed from its facilities.

Parking

During the District's regular business hours of 8:30 a.m. to 5:00 p.m., parking is limited to designated areas. A map showing areas for auditorium customer parking will be provided as part of the customer reservation process.

User Responsibility

- 1) Prepare and set up tables and chairs for meetings.
- 2) Bring own necessary equipment, i.e., audio/visual needs.
- 3) Upon completion, fold all tables and chairs and place in storage areas.
- 4) Clean tables and any carpet spills (cleaning agents not provided).
(An inspection may be made after use, and actual costs for damages or excessive cleaning may be charged at the District's discretion.)
- 5) Lock the facility and arm the security system (after regular business hours).
- 6) Adherence to all requirements set forth in this policy.

Restrictions on Usage

The following restrictions are placed on the usage of the District's Auditoriums:

- 1) In compliance with Washington State Law, no smoking is allowed inside the auditoriums or within 25 feet of any entrances or exits to District properties. Any customer 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.
- 2) No alcoholic beverages are allowed inside the facilities or on any District properties including the park area next to the Kennewick facility.
- 3) No firearms are allowed inside the facilities or on any District properties, including the park area next to the Kennewick facility, with the exception of law enforcement agencies.
- 4) No use of the District's Audio/Visual equipment is allowed.
- 5) No food and beverages in the auditorium areas are allowed. The foyer area in the Kennewick and Prosser facilities, may be utilized.
- 6) Except for service animals, no animals are allowed inside or outside the District facilities.
- 7) No fire is allowed inside the facilities or on any District properties.

Non-compliance with any District policies regarding facilities usage, including creating a public disturbance or damage to any of the District's facilities and/or properties, may result in a deposit requirement for future use of the facilities or denial of future use, at the District's sole discretion.

This Directive supersedes and replaces Administration Directive No. 7, dated March 2007.

Reference

Administration Directive No. 4, Prohibiting Smoking in the Workplace and in Public Places; Resolution No. 1482, Establishing District Policy Regarding District Membership in Civic and Service Organizations

Approved by:



James W. Sanders, General Manager

3/11/09
Date