

5600-F1 Application for Use

APPLICATION FOR USE OF FACILITIES

1. Application on behalf of (*name of organization or individual*) _____

- To use: Ahtanum Room (75) Columbia Room (16)
 (capacity of room Computer Lab (20-25) Grant (20)
 in parenthesis) Kittitas Room (35-40) Klickitat Room (35-40)
 Yakima Room (50) Other _____

Estimated number of people in attendance _____ User Category (see Fee Schedule) _____

2. Check one:

- Single Meeting
 Series of Meetings

Day(s) of the week	Date(s)
Hours	
Beginning time _____ am pm	Ending time _____ am pm

Please be sure to include any and all requested times for set up and/or clean-up of the facility.

3. Purpose of use _____

4. Special conditions _____

5. Permission to bring into program site _____

6. Admission charge of _____ for adults, and _____ for children to be made, the proceeds to be used for _____

7. Services/equipment required _____

Auxiliary fee assessed for (*check all that apply*):

- Room set up Technical assistance
 Event supervisor Video conference set up
 Custodial (fees may be waived during normal working hours, provided the room is left clean) Laptop computer
 HVAC (outside of normal operation hours)

8. The supervision of the persons attending will be done by _____

9. The undersigned who is to be in charge of the activities is at least twenty one (21) years of age or over. He/she agrees:

- 1) He/she is financially responsible to the ESD 105 for the use of and care of the facility/equipment.
- 2) The character of the activity will conform with the description in the application.
- 3) The rules and regulations concerning the use of ESD 105 facilities are included in the ESD 105 Policy 5600 and Procedure 5600P. The applicant acknowledges that he/she was provided a copy of both Policy 5600 and Procedure 5600P. These rules and regulations are understood, accepted, and will be observed by his/her organization and he/she fully accepts responsibility for each item listed.
- 4) By signing below, applicant agrees to protect, indemnify, and hold harmless the ESD 105, its elected and appointed officials, employees, agents, and staff from any and all claims, liabilities, damages, expenses, or rights of action, directly or indirectly attributable to the User's activities and/or use of premises in connection with this agreement.

Signature _____ Printed Name _____ Date _____

Address _____ Email _____

Phone _____ Alt. Phone _____ Fax _____

10. Approved by _____ Date _____

11. Fee for use of facilities is _____

Comments/restrictions: _____

Fees are an estimate based upon information given prior to use of the facility. Additional charges may result after use of facility. Any damages sustained to the facility during use will be the responsibility of the renting organization.