



APPLICATION FOR USE OF PUD FACILITIES
Electric Building Training Center
2320 California Street, Everett, WA 98201

AUDITORIUM

Please read through the full packet – it contains important information regarding your rental.

Training Center Auditorium availability for public use:

- Monday through Friday 5:30 p.m. to 11:00 p.m.
- Saturday and Sunday 9 a.m. to 11 p.m. (except District holidays)
- Limited use Monday through Friday 10 a.m. to 5:30 p.m. (*Availability between the hours of 10 a.m. and 5:30 p.m. will be determined based on the needs of the District*).

Rentals outside of these hours may be considered at the District's discretion.

Complete the application and be sure to sign and initial the application, user expectations, and media request form. Please keep the maps and PUD Directive for your reference.

NEW: If you are requesting a Wi-Fi login, be sure to provide an email address to use to create your account. **This will be the login for your group.**

Return the completed packet to:
facilityrentals@snopud.com

Or mail to:
Snohomish County PUD
Attn: Training Center Receptionist MS/A1
PO Box 1107
Everett, WA 98206-1107

For questions or to check availability, email **facilityrentals@snopud.com** or call 425-783-8204 during regular business hours.

Enclosed:

- Application Packet
- User Expectations
- Auditorium User Expectations
- Facility Fee Sheet
- Media Request Form
- Evacuation Maps
- Parking Map
- Directive



APPLICATION FOR USE OF PUD FACILITIES

Electric Building Training Center - AUDITORIUM

1. APPLICANT INFORMATION:

Application Date: _____

Name of Applicant: _____

Organization Name: _____

Government Agency? (Please select one) ☐ Yes ☐ No

Please select one: ☐ For-Profit Group ☐ Not-for-Profit Group (Please provide 501c)

Mailing Address: _____ City/State/Zip: _____

Daytime Phone _____ Evening Phone _____

Email: _____

2. EVENT INFORMATION

Name/Type of Event: _____ Expected Attendance: _____

3. DATE(S) AND TIME(S) REQUESTED

☐ Single Use on: Date: _____ Start Time: _____ End Time: _____

☐ Multiple Use – **Attach a separate schedule of requested dates and times:**

Start Date: _____ End Date: _____

4. FACILITY(S) REQUESTED

- | | |
|---|--|
| <input type="checkbox"/> *Training Center Auditorium | <input type="checkbox"/> Training Center Room 1A (Capacity 18) |
| <input type="checkbox"/> Green Room | <input type="checkbox"/> Training Center Room 2BC (Capacity 60) |
| <input type="checkbox"/> Kitchenette/Commons | <input type="checkbox"/> Training Center Small Conf. Rooms (Capacity 15) |
| <input type="checkbox"/> Commission Meeting Room (Capacity 64)) | |

*A PUD technician is required for all events in the Auditorium. Technician Costs: \$50 per hour, 4-hour minimum. The use of a technician requires 4 weeks advanced notice.

5. ROOM SET-UP* (Commission Room and Training Center 2BC only)

☐ Theater Style (65 max.) ☐ U-shape (25 max.) ☐ Classroom (32 max.)

*24 hour advanced notice is required for room style changes

6. EQUIPMENT REQUESTED

Audio/visual equipment needed for your meetings may be rented from the PUD. **For fees regarding the use of this equipment, please see Facility Cost Sheet.** Equipment must be requested 24 hours in advance to ensure availability. **Adapters may be needed to connect your device to the projection system.**

- | | |
|--|--|
| <input type="checkbox"/> Multimedia Projection | <input type="checkbox"/> Wireless Microphone (Auditorium only) |
| <input type="checkbox"/> *Guest Wi-Fi | <input type="checkbox"/> Regular Microphone (Auditorium only) |

Wi-Fi login email address: _____

***Guest Wi-Fi accounts require an email address for use as a login for attendees**

More comprehensive audio/visual aids (such as technical lighting, advanced sound reinforcement and video or computer projection) may be subject to the use of a technician and additional fees.

PUD Staff Use:

Contract No: _____

Customer No: _____

Invoice No: _____

Payment Date: _____

APPLICATION FOR USE OF PUD FACILITIES (continued)

I, _____ (hereafter referred to as “User”), agree that the information on this request is true and complete to the best of my knowledge. I further agree that I have read and will abide by the following conditions as well as Snohomish County PUD’s (hereafter referred to as the “PUD”) Directive on public use.

1. User (person/organization) indicated on the application will be responsible for payment of all charges.
2. User shall provide written notification of cancellation at least two weeks in advance of rental date for rooms other than the Auditorium, and at least three months in advance for the Auditorium, or be assessed the minimum fee required for the period.
3. User assumes all responsibility for protection of PUD property and equipment and will be held responsible for any loss or damage as determined by the PUD. Utilization of PUD equipment to access or download files from the Internet is strictly prohibited except to the extent authorized in writing by the PUD, and penalties may be charged for any such activity that is not so authorized.
4. User will be held responsible for control of all individuals present during the time of the facility use.
5. Alcoholic beverages are not allowed in District facilities or on District property.
6. Smoking is permitted in designated outdoor smoking areas and is not permitted within 25 feet of building entrances.
7. User will comply with all federal, state, and local laws prohibiting discrimination with regard to race, color, marital status, sex, religion, age, national origin, sexual orientation, or sensory, mental, or physical disability.
8. User agrees to notify the PUD technician, custodian, or Security Officer of any accidents immediately.

AUDITORIUM USE

1. For events lasting more than one day, deposits are due two weeks prior to the first day of the event and the balance will be paid within 30 days of billing. Full payment is due two weeks prior to the event for one day events.
2. No food or beverages are permitted in the Auditorium except in stage areas as required by meeting/performance (capped bottled water is allowed).
3. Unless otherwise agreed to by the PUD, the user will provide proof of insurance as follows:
 - Limits of General Liability: \$1,000,000 each occurrence/\$2,000,000 aggregate.
 - A certificate of liability insurance naming **Public Utility District #1 of Snohomish County as Certificate Holder** and an **Additional Insured Endorsement** provided to the PUD at least three weeks before facility use begins.
 - If self-insured, the organization will provide proof of self-insurance coverage acceptable to the PUD for the purpose of the rental.

SIGNATURES

The User agrees to indemnify, defend, and save harmless the PUD, its officers, agents and employees from and against any and all claims, losses, damages and expenses, including attorneys’ fees, arising out of or in connection with the use of PUD facilities to the extent that such claim, loss, damage, or expense is attributable to any negligent act or omission of the User, anyone directly or indirectly employed by the User, or any of the User’s group members, invitees, or other Users present at such facilities in connection with the User’s activities. The User also has read and agreed to the Public Use of Facilities Directive Number 43 (included in the application packet).

User Signature

Date

Snohomish County PUD Confirmation

Date

Return this form with both sides completed to:

Snohomish County PUD

Julie Johnson, Training Center Receptionist M/S A1

PO Box 1107

Everett, WA 98206-1107

Email: facilityrentals@snopud.com

Phone: 425-783-8204

PUBLIC USE OF TRAINING CENTER

User Expectations and Responsibilities

Please help us provide safe, quality, and low-cost facilities to our users by respecting the following guidelines. Please initial in the boxes below indicating that you have read and understand each section.

- ☐ **MAXIMUM OCCUPANCY:** Please observe the posted occupancy limit in PUD meeting rooms for all meetings.
- ☐ **FIRE CODE COMPLIANCE:** The Uniform Fire Code governs usage of all PUD facilities. Section 4.108 of the Code requires that any candle or open flame used in assembly requires a permit from the Everett Fire Department, office of the Fire Marshall. For permit information, please call 425-259-8726. A copy of any permit issued must be on file with the PUD two weeks prior to the event. The user is required to notify the PUD whenever there is intent to use an open flame. Violations of the Fire Code are considered a misdemeanor and may result in a fine of not more than \$1,000 or not more than 90 days in jail.
- ☐ **NO PROPPING OR BLOCKING OF EXIT DOORS:** Customers who prop exit doors open will lose their meeting privileges. Any type of barrier (including curtains) installed near an exit must be approved by the PUD.
- ☐ **HOURLY RESERVATIONS:** Conference rooms are reserved for a three-hour minimum period; the Auditorium is a four-hour minimum period. Custodial work schedules are planned around facility reservations. Please begin and end your meetings promptly at the reserved times. Additional fees are assessed for meetings held over their scheduled time.
- ☐ **WEEKEND AND AFTER-HOURS USAGE:** Saturday and Sunday hours are from 9 AM to 11 PM. Do not expect to enter the building before 9 AM unless pre-arranged. **AUDITORIUM:** Special productions and event hours in the PUD Auditorium are negotiable and may require additional fees. Four weeks advanced notice is required for productions and events whose time will run outside of business hours. Once the request is made, the PUD will inform the customer in three (3) business days if it can accommodate the customer's request. *There is no guarantee that the PUD can accommodate events outside of regular Training Center business hours.*
- ☐ **ADVERTISING:** Promotional materials may only be posted in designated display cases in District facilities and must be approved before posting.
- ☐ **PAYMENT:** Payment for use of the Training Center is due two weeks prior to your event or when reservation is confirmed.
- ☐ **ROOM SET-UPS:** The only rooms available for change of set-up is the Commission Meeting Room and TC2-BC. Please do not change other room set-ups. Requests for set-ups should be made on the Application for Use and turned in prior to room usage.
- ☐ **COMMONS & LOBBIES SET-UPS:** Set-ups in the Commons area, lobbies, and entries are limited to non-business hours and may not block hallways, exits, or stairwells.
- ☐ **KITCHENETTE & COMMONS:** The Kitchenette is located in the southwest corner of Commons area and consists of a countertop with a small refrigerator and a sink. Rental does not include equipment or supplies. The supplies in the Commons/Kitchenette are the property of the PUDELI. Groups should be aware of the condition of the kitchenette before use and leave the kitchenette area in the same condition as it was found.
- ☐ **PUDELI** restaurant area is not included in the rental and is off-limits to all users.
- ☐ **EQUIPMENT REQUIRED:** Request and reserve your equipment at least 24 hours in advance of your scheduled meeting. All equipment must be paid for prior to use. We encourage Users to make an appointment to test projection equipment prior to the reserved date. *Staff is not available after business hours for technical support and are unable to provide support for customer owned equipment.* The Training Center Receptionist will arrange for payment. Please handle equipment appropriately. Custodians are not to locate or set-up equipment in the Training Center.
- ☐ **PARKING:** The PUD encourages all participants that will be attending meetings or events to review the attached parking area map. This information is available online at www.snopud.com/facilities. Parking can be difficult at certain times due to events at the Everett Event Center.

User Expectations and Responsibilities (Continued)

- ☐ **FOOD & DRINK:** Food and drink are not allowed in the Auditorium. Please exercise care in handling food and drink in areas where they are permitted.
- ☐ **CHILDREN:** Children visiting the Training Center facility must be accompanied by a parent or guardian. Children should not be allowed outside the meeting room without a parent or guardian.
- ☐ **ALCOHOL / TOBACCO:** No alcohol is allowed on PUD property. Smoking is permitted in designated outdoor smoking areas and is not permitted within 25 feet of building entrances.
- ☐ **GLITTER:** The use of glitter is prohibited in PUD Training Center facilities unless pre-approved by the Training Center Coordinator. An additional cleaning fee may be added to the rental fee if use is approved.
- ☐ **LOST ARTICLES:** The PUD is not responsible for lost or stolen items. Any items found by custodians will be turned over to the Training Center Desk and may be claimed by identifying the item in person or calling 425-783-8204.
- ☐ **SECURITY:** The PUD security officer will enforce Public Use of PUD Facilities policy and User Expectation policy on evenings and weekends. The PUD Training Center Coordinator will enforce during PUD business hours.
- ☐ **EMERGENCY PROCEDURES:** The public user shall:
 - (1) Review emergency response information and share the egress routes with meeting participants at the beginning of the meeting, including identifying a common external meeting place should an evacuation be necessary.** Floor plans with egress routes are included in this packet. **(2) Vacate the building immediately should the fire alarm activate.** If you are the responsible party in your meeting, insist that all participants vacate in the event of an audible alarm. Follow the direction of PUD security officers. **(3) Account for the people who were in your meeting, if possible, in the event of an evacuation.** Never reenter the building until the security officer or other PUD management gives the “all clear.”
- ☐ Please respect the PUD Training Center. Leave it in the condition it was in when you arrived. Participate in your events safely. This is a resource for our community, so let’s take good care of it!

I have read the User Expectations and Responsibilities and understand that failure to comply with these guidelines may result in additional fees and/or termination of use of PUD facilities.

Print Name: _____

Date: _____

Signature: _____

Phone: _____

Additional Information or Comments:

PUBLIC USE OF TRAINING CENTER AUDITORIUM

PUD Technician and Customer Technical Responsibilities

Please read this list completely and carefully. Failure to comply may result in additional costs. Please initial in the box indicating that you have read and understand each section. We encourage you to forward this information to all parties involved with your production or event.

- ☐ Weekday events in the Auditorium/theater that require a PUD Technician typically can start no earlier than 5:30PM Monday through Friday.
- ☐ PUD will provide the PUD Technician's email address. It will be the User's responsibility to contact the technician prior to the event to discuss technical needs.
- ☐ The PUD Technician will be paid for the full amount of time the Auditorium is reserved even if the event is completed early.
- ☐ Prior to load-in, the PUD Technician is required to have complete knowledge of what is happening during your event such as special effects, pyro, sound, lighting, and multimedia computer presentations. If you have stage sets, the PUD Technician must know how you are constructing them. Changes may be required to meet PUD policy.
- ☐ The PUD Technician programs the lighting board, the sound board, sets up the cues, and does your basic lighting design. If you have a complex lighting show, consider hiring a lighting designer to work with the PUD Technician. There is a standard lighting plot that needs special permission from the PUD Training Center Coordinator if it is to be altered. Most productions should not need to alter the standard lighting plot. There are many extra instruments for specials. ***Changing of the theater main lighting plot – general whitewash – is strictly prohibited.*** There is very limited use of the side lighting bars.
- ☐ The PUD Technician sets up the sound, microphones, the fly and rigging systems, and monitors the systems. The PUD Technician will provide assistance and training on how to use the appropriate equipment.
- ☐ Two volunteers are needed; one for sound cues, and one for lighting cues. Running the light and sound cues is fairly simplistic, knowing the show is the key. If your show is very simple – meaning very few lights, music and microphone cues – you may be able to run both light and sound cues with one volunteer; this will be your decision. The PUD Technician is still required and will provide assistance on how to use the appropriate equipment.
- ☐ The PUD Technician will be in constant communication through a wireless intercom headset system. The PUD needs to be able to substitute PUD Technicians if one is unavailable. Therefore, it is the customer's responsibility to have a volunteer(s) who knows the cues and the show. The PUD also advises customers to have a third volunteer to cross-train with the light and sound cues in case a volunteer is unavailable. It is good practice to have a backup plan with large productions.
- ☐ The PUD Technician is present in case of technical problems, safety, and policy issues. The PUD Technician needs to be free to troubleshoot problems in all areas of the facility should any issues arise (e.g., backstage, the lighting board or the sound equipment). The PUD Technician cannot be tied to the lighting/sound cues.
- ☐ Only PUD Technicians can give permission for use of all other equipment including: pipe battens, electrics, and fly system.
- ☐ If you use your own equipment, the PUD Technician will not be responsible for supporting that equipment.
- ☐ Only PUD Technicians are allowed on the catwalks, genie lift and ladders.
- ☐ A PUD Technician must be present for the control room to be accessible to users. Only PUD Technicians are allowed in AV/media storage. The PUD Training Center Coordinator must approve exceptions.
- ☐ There are strict regulations governing the use of pyro, flash, smoke, and fire-effects on stage. Contact the PUD Training Center Coordinator well in advance if your production involves these kinds of effects. All uses of such effects are subject to the permission of the PUD Training Center Coordinator and the City of Everett Fire Department. A permit is required from the City of Everett Fire Department and can be contacted at 425-259-8726.

Auditorium PUD Technician and Customer Technical Responsibilities (Continued)

- ☐ All scenery brought into the Snohomish County PUD theater/auditorium must be flame-proofed and comply with the City of Everett and Washington State fire and safety regulations. Certificates to prove compliance must be shown to the PUD Training Center Coordinator.
- ☐ Keep props and equipment out of the table lane (behind the white stripe) so that PUD staff can move equipment in and out during business hours. NOTE: Accommodations can be made to move the equipment out during performances. This will be coordinated between the User, the PUD Training Center Coordinator, PUD Technician, and the evening PUD Maintenance Foreman.
- ☐ Auditorium events that expect large groups may require extra security officers, at your expense. The PUD Training Center Coordinator will need to be informed if you expect a large group or any activity that may require additional security.
- ☐ Night PUD Lead Maintenance & Custodial Mechanic has final authority on facility repair and modification issues after 4:00 p.m., Monday through Friday.
- ☐ The PUD security officer will enforce Public Use of PUD Facilities policy and User Expectation policy on evenings and weekends. The PUD Training Center Coordinator will enforce during PUD business hours.
- ☐ **The PUD Technician has final authority on all theater technical and safety issues.**

Please respect the PUD facility. Leave it in the condition it was in when you arrived. Participate in your events safely. This is a resource for our community, so let's take good care of it!

I have read the Auditorium User Expectations and Responsibilities and understand that failure to comply with these guidelines may result in additional fees and/or termination of use of PUD facilities.

Print Name: _____ **Date:** _____

Signature: _____ **Phone:** _____

Organization: _____



PUBLIC USE OF TRAINING CENTER Media Request Form - AUDITORIUM

Name of Applicant: _____

Date(s) of Event: _____

Daytime Phone _____ Email: _____

Cell Phone _____

EQUIPMENT (please check all equipment items you are requesting):

☐ Easel: Number of easels* _____

*PUD does not supply easel pads or markers for outside groups

MULTIMEDIA (please check all that apply) (See fees on other side)

☐ Projection

Will you be using: ☐ Laptop ☐ Desktop ☐ Other device?

Operating system: ☐ Windows ☐ Mac (*requires a user provided adapter*) ☐ Other _____

Resolution of your device: _____ ☐ Don't know

What laptop connection port do you typically use? ☐ VGA ☐ HDMI ☐ DisplayPort ☐ Other _____

PUD provides the following connections: VGA-15pin, HDMI and DisplayPort.

Note: PUD does not provide adapters that may be needed to connect your device to the system.

☐ Will you need sound from your laptop or other device amplified through the room sound system?

☐ Video Projection Type (check all that apply for this event)

Format: ☐ PowerPoint ☐ Blu-Ray ☐ DVD ☐ Movie from video file on laptop ☐ Other _____

☐ Wireless Internet - *You will need to have a guest wireless account.* Contact the Training Center at facilityrentals@snopud.com or call 425-783-8204 to have an account created for your event.

PUD recommends testing your equipment prior to the event. This can be arranged by contacting the Training Center Reception Desk to schedule an appointment. 425-783-8204.

SOUND ACCESSORIES (These apply to Training Center Auditorium only. Please check all that apply):

☐ Lectern (podium) microphone

☐ Regular microphone on microphone stands: Quantity _____ (maximum 4)

☐ Regular microphone on table stands: Quantity _____ (maximum 10)

☐ Wireless handheld microphones: Quantity _____ (maximum 3)

☐ CD player through Auditorium sound system

I, _____, (User) agree to be responsible for replacement or repair to like condition before my use, of any equipment damaged by misuse or abuse during my rental period.

COMMENTS OR SPECIAL REQUESTS ☐ Check the box and please write on the back of this form

Please refer technical questions to the Training & Technology Center Coordinator at 425-783-8458
(Email questions to jrschuler@snopud.com).

FOR PUD STAFF ONLY

- ☐ Verify availability of equipment and inform technician of equipment requested
☐ Microphones only for auditorium

FOR PUD TECHNICIAN: If additional equipment is used, please notify Training Center Receptionist for customer invoicing

PUBLIC USE OF TRAINING CENTER

Facility Information & Fees

All facility rentals (except the Auditorium and Green Room) are based on 3-hour blocks of time.

Room	Room Capacity	Non Profit	Add'l Hour	Profit	Add'l Hour
*Auditorium (4 hour block)	300	\$200.00	\$50.00	\$275.00	\$70.00
Green Room (4 hour block – rented w/Auditorium)		\$25.00	\$7.00	\$40.00	\$10.00
Commission Meeting Room (3 hour block)	64	\$35.00	\$12.00	\$100.00	\$34.00
Training Center Small Conf Room (3 hour block)	7-15	\$15.00	\$5.00	\$35.00	\$12.00
Training Center Conf. Room TC1-AB (3 hour block)	18	\$25.00	\$9.00	\$40.00	\$14.00
Training Center Conf. Room TC2-BC (3 hour block)	60	\$30.00	\$10.00	\$70.00	\$24.00
Commons (deli eating area) (3 hour block)	32	\$20.00	\$7.00	\$40.00	\$14.00
Local Office Facilities - Managers of local offices will coordinate hours of availability for District local offices. Please call the number listed for information.					
Lynnwood Conference Room 425-670-3201		\$20.00	\$7.00	\$60.00	\$20.00
Monroe Conference Room 360-794-3901		\$15.00	\$5.00	\$35.00	\$12.00
Snohomish Conference Room 360-563-2201		\$15.00	\$5.00	\$35.00	\$12.00
Stanwood Conference Room 360-629-5701		\$15.00	\$5.00	\$35.00	\$12.00

*A PUD technician is required for all Auditorium rentals. The fee is \$50.00 per hour.

Equipment	Rate	Notes
TV/VCR/DVD (3-hour block)	\$12.00	
Microphone (4-hour block)	\$6.00	Auditorium Only
Wireless Microphone (4-hour block)	\$24.00	Auditorium Only
Multimedia Projection (per day)	\$50.00	Auditorium/Commission Room
Multimedia Projection (per day)	\$25.00	Training Center Conference Rooms
Laser Pointer (3-hour block)	\$3.00	

The Training Center is available for public use during these hours:

- Monday through Friday from 5 p.m. to 11 p.m. (*limited use from 10 a.m. to 5 p.m.)
- Saturday and Sunday 9 a.m. to 11 p.m.
- Closed on District observed holidays
- Rentals outside of these hours may be considered at the District's discretion

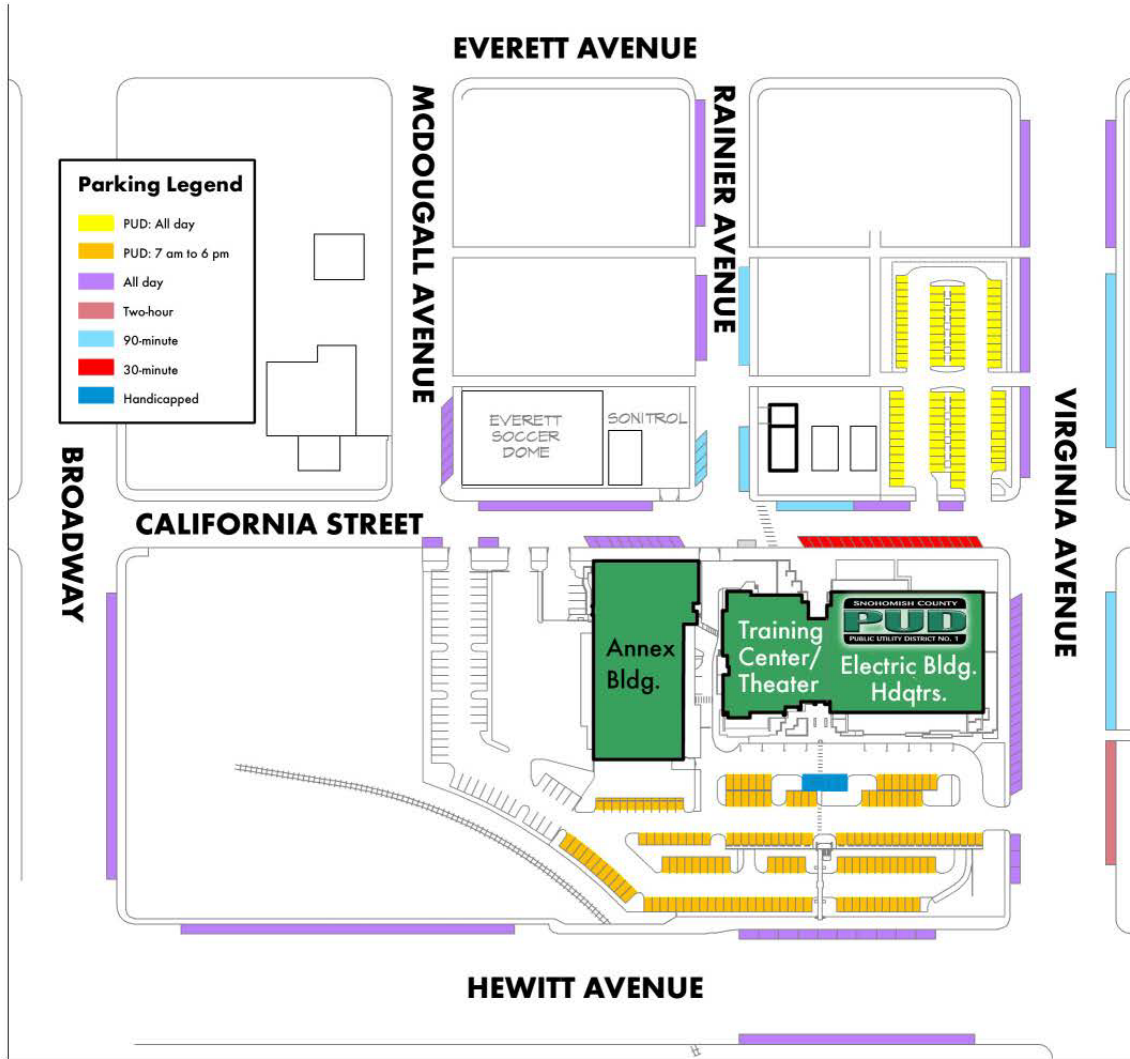
*Room selection is limited to one small conference room during business hours. For Auditorium use during business hours, contact the PUD for scheduling information.

The Auditorium requires a \$1,000,000 liability insurance rider naming Public Utility District #1 of Snohomish County as additional insured and certificate holder. This must be received three weeks prior to your event.

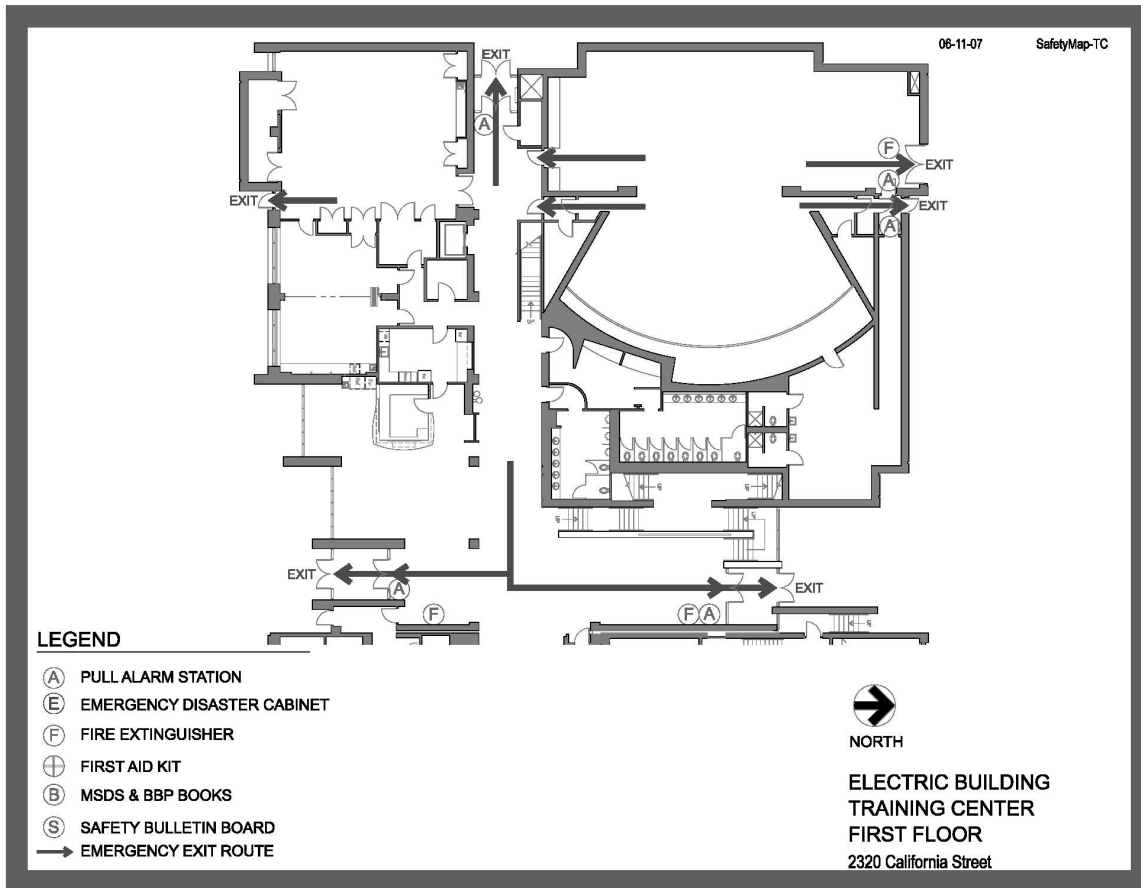
Non-profit organizations must provide a copy of their 501c declaring their non-profit status with the Internal Revenue Service to receive the non-profit rate.

Payment for room reservations and equipment reserved is due two weeks prior to the reserved event date or when the reservation is confirmed (if less than two-weeks prior).

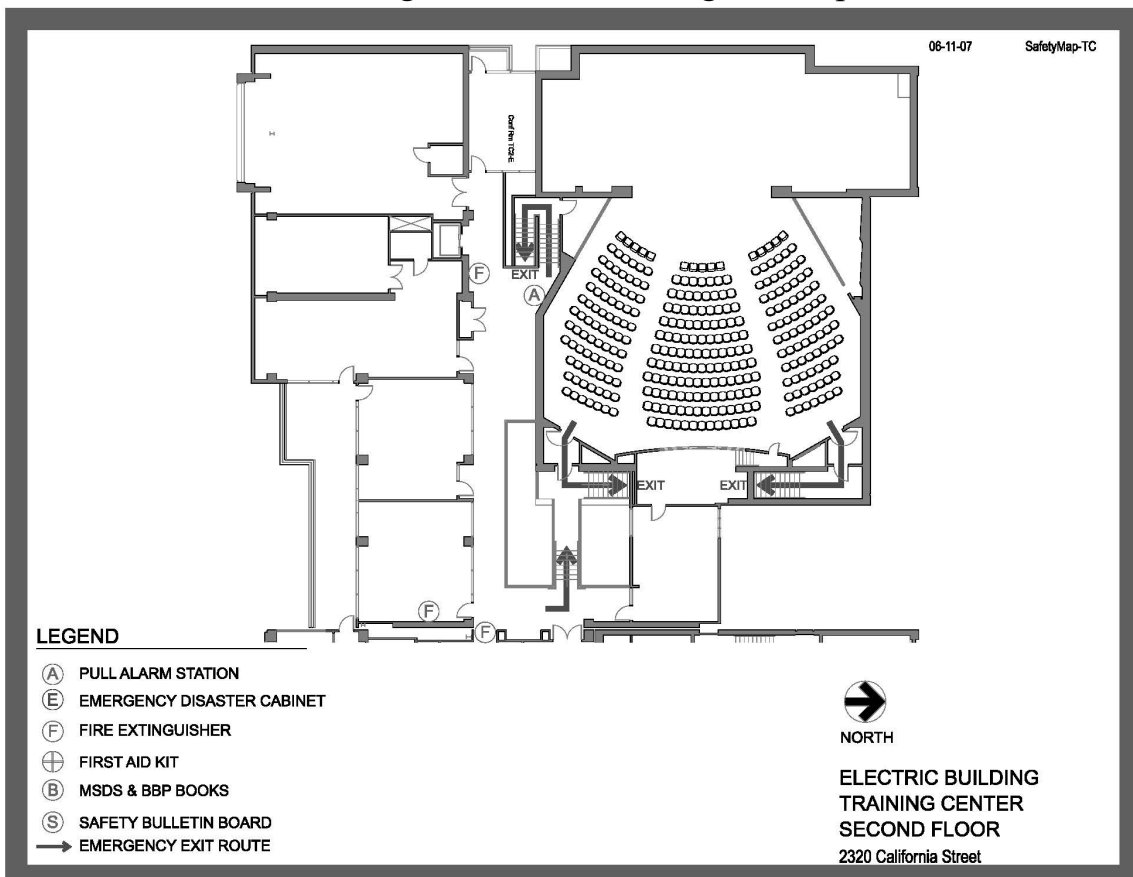
Electric Building Parking Map



Training Center 1st Floor Egress Map



Training Center 2nd Floor Egress Map



DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

POLICY

As a community service, selected District facilities may be available to the public if they are not in use for the conduct of District business. The District will endeavor to achieve the broadest possible use of its facilities by the public, as long as there is no conflict with, or disruption of the ordinary conduct of District business. Use of the District facilities is solely within the discretion of District management.

**FACILITIES
AVAILABLE FOR
PUBLIC USE**

Local Office Facilities

- View specific locations on SNOPUD.com

Training Center Facilities

- Training Center Commission Board Room
- Training Center Meeting Rooms
- Training Center Auditorium
- Training Center Commons and Green Room Facilities
- Videoconferencing Room TC2-F

**CONDITIONS OF
USE**

The District shall have first priority for use of its facilities; all other use shall be prioritized on a first-come, first-served basis. The Clerk of the Board and the Training Center Coordinator shall have authority to cancel and reschedule previously reserved rooms, if necessary. Appeals concerning involuntary schedule revisions or disagreements can be made to the Senior Manager, Facilities, and if necessary to the Assistant General Manager of Generation, Power, Rates, and Transmission Management for final determination.

All use of facilities shall be in accordance with all applicable laws, rules, and regulations of local, state, and federal government.

The District will provide access to its facilities on a nondiscriminatory basis. The District may prohibit the use of its facilities by individuals or groups which, in the opinion of the District, present a conflict of interest with the District's public and/or nondiscriminatory purpose.

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

**CONDITIONS OF
USE**
continued

Access to District facilities during regular business hours by external groups can be limited to certain conference rooms to assure adequate meeting space is available for the District's business.

All users shall be at least 18 years of age or under adult supervision.

Alcoholic beverages are not allowed in District facilities or on District property. Smoking is permitted in designated outdoor smoking areas and is not permitted within 25 feet of building entrances.

Advertising and/or promotional materials may be posted in designated display cases at District facilities prior to an event and must be approved by the Training Center Coordinator or his/her designee before posting. Materials may be posted in public areas after business hours during an event and must be removed before the next business day.

Use of facilities by the public shall not imply endorsement by the District of users, sponsoring organizations, or related activities.

**ANIMALS
PROHIBITED**

No animals/pets are allowed on District property except for:

- 1) "Service animals" such as guide dogs, signal dogs, or other animals individually trained to provide assistance to an individual with a disability.
- 2) Animals approved in advance by the District for use in theater productions. Such approval shall be on a case-by-case basis and at the sole discretion of the District.

**FACILITY RENTAL
FEES**

Users will be assessed standard rental fees in accordance with a schedule of fees established by the District's CEO/General Manager or his/her designee. A single rental period shall not exceed a 24-hour period. The District reserves the right to modify fees at its discretion, when alternative fees would directly benefit the District.

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

**FACILITY RENTAL
FEES
continued**

Fees shall be assessed and periodically revised to provide recovery of the District's costs to operate the Training Center. Rates for commercial users shall be based on the market for comparable facilities in the region. These fees are subject to change, without notice, depending on operating costs and current market rates.

Deposits (refundable) for reservation of District facilities and certain equipment may be required at the sole discretion of the District and will be applied toward the total rental fee. If the user requires additional services from the District as a part of the rental of the property, or if the size and nature of the event result in the District incurring additional costs not covered by the rental fee, the District reserves the right to negotiate additional fees to cover the District's costs in addition to regular room fees for use of District facilities.

Users are expected to reserve enough time to end their event within the time reserved. In estimating the time required for an event, pre-setup, socializing, and post-clean up time should be included. Users who run over their reserved time will be assessed an additional fee at the regular rate for the first hour and double the regular rate for additional hours beyond scheduled time. The additional fee may include technician, security, and custodial fees.

**HOURS OF
OPERATION**

The District's Training Center is available for public use from 10 A.M. to 11 P.M. Monday through Friday; 9 A.M. to 11 P.M. Saturday and Sunday; and closed on District observed holidays.

During business hours of 10 A.M. to 5 P.M. Monday through Friday, room selection is limited to one conference room and the Auditorium. Other rooms are available after 5 P.M. Rentals outside of these hours may be considered at the District's discretion.

Managers of local offices will coordinate hours of availability for District local offices.

RESERVATIONS

Users may reserve facilities for a maximum of three days per week for three consecutive weeks. The District may, in its discretion,

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

**RESERVATIONS
continued**

authorize use of facilities for longer periods of time on a case-by-case basis. Reservations may be made up to three months in advance of the scheduled use date(s) for meeting rooms, and six months for the Training Center Auditorium; reservations more than six months in advance may be allowed at the District's discretion, provided that a non-refundable deposit may be required. The non-refundable deposit shall be applied to the user's fee for facility usage or damages to the District should the user cancel the scheduled event.

- a) The District will make reservations with a short-term notice if staff can make the necessary accommodations.
- b) Training Center Auditorium requires a 30-business day advanced notice if an insurance liability waiver is not on file.
- c) Reservations for videoconferencing require a two-business day advanced notice.
- d) Local Office Managers will handle reservations for public use of local office conference rooms.

AVAILABLE SERVICES

Services Included in the Standard Rental Fee. The following user support services will be available at the District's Training Center at 2320 California St., Everett, Washington, as part of the standard rental fees:

- Pre- and post-event custodial services.
- Basic visual aids, including whiteboards and projection screens.

At all other District public use facilities, the user shall consult with the facility local Office Manager for detail on available services.

Services Provided for an Additional Fee. User support services are available at the District's Training Center at 2320 California St., Everett, Washington. An additional fee will be charged if such services are requested by the user or are required by the District

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

AVAILABLE SERVICES
continued

for the particular use of the facility. Services shall include, but not be limited to:

- Pre- and post-event custodial services which are, in the opinion of the District, above and beyond standard custodial services provided as part of the standard rental fee.
- Security services. When additional security services are required, a minimum of 3 days' notice is required for the District to schedule the service. The security services will be invoiced at the standard billable hourly rate of the District security provider.
- Audio/visual equipment. Fees for such equipment will be assessed in accordance with a published schedule of fees established by the District's Senior Manager of Facilities.
- Comprehensive technical support for the Training Center Auditorium/Theatre, including but not limited to: technical lighting, sound system equipment, media players, projectors, microphones, and all other AV related equipment. It is required to have a District AV/Theatre Technician when renting the District's Training Center Auditorium/Theatre.

At all other District public use facilities, the user shall consult with the facility local Office Manager for details on available services.

SCHEDULING

Local Office Facilities. Reservations and arrangements for related support services for local office facilities may be made by contacting the appropriate District local office.

Training Center Facilities. Reservations and arrangements for related support services for the District's Training Center facilities may be made by contacting the Training Center Receptionist in the Security Services and Business Continuity Department.

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

**APPLICATION FOR
USE**

Prior to the use of District facilities, users shall:

- Complete an Application for Use of District Facilities and Equipment;
- Provide evidence of insurance as required by the District;
- Obtain District approval for user-provided security personnel as required by the District; and
- Make payment of deposits as required by the District.

INSURANCE

If required by the District, facility users shall secure and maintain at their own cost, liability insurance coverage. Such insurance shall be in the form of a public liability insurance policy naming the District as an additional insured, and providing coverage on a per occurrence basis for bodily injury and property damage in an amount specified by the District. The policy shall include a provision requiring the insured to give at least 30 calendar days written notice to the District of any cancellation or alteration of the policy. If required, evidence of such insurance and the additional insured endorsement shall be delivered to the District not less than fifteen (15) business days prior to the commencement of facility use.

FACILITY SECURITY

District personnel will be responsible for providing access into and out of facilities to be used by the public and for ensuring that all users have vacated the facilities upon completion of scheduled use unless such responsibility is delegated by the District to the facility user. In such event, the user shall access and secure the facility to be used in accordance with established District procedures, and will cooperate with the District to obtain the proper training in such procedures.

If required by the District, facility users shall provide security personnel approved by the District, or use the District's contracted security services at their own cost. Security personnel shall be present for the duration of use of the applicable facility.

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date
4/20/17

**FACILITY SECURITY
continued**

Users are required to review and understand the District's "User Expectations and Responsibilities" guidelines and to cooperate fully with District personnel in its implementation.

**CANCELLATION/
REFUNDS**

Cancellations. The District shall have the right to cancel scheduled use of District facilities at any time for any of the following reasons:

- Failure of user to comply with the terms or conditions of this policy;
- Use application contains false or misleading information or breach of its terms or conditions by user;
- Inadequate payment of rental fees;
- Willful or negligent damage, vandalism, or mistreatment of the facilities/equipment;
- Failure to comply with the District's "User Expectations and Responsibilities" guidelines;
- Weather or other unforeseeable conditions cause facility closure;
- Accidental scheduling conflict; or
- Any other reason, which, in the reasonable opinion of the District, justifies cancellation.

User shall provide written notification of cancellation at least two weeks in advance for rooms other than the Training Center Auditorium or be assessed the minimum fee required for the period reserved.

User shall provide written notification of cancellation at least three months in advance for the Training Center Auditorium or be assessed the deposit or the fee required for the period reserved.

DIRECTIVE

Number 43

SUBJECT:

PUBLIC USE OF DISTRICT FACILITIES

Date

4/20/17

**CANCELLATION/
REFUNDS
continued**

The District shall not be responsible and shall have no liability whatsoever for any damages to users resulting from cancellation of scheduled events.

Refunds. The District will provide refunds of deposits and rental fees paid to the District in the event of cancellation of facility use under the following conditions:

- Weather or other unforeseeable conditions cause facility closure;
- Accidental scheduling conflict

Users shall forfeit deposits and/or fees paid to the District for damages, costs, and lost revenues incurred by the District as a result of, or in connection with the use or application for use of its facilities.

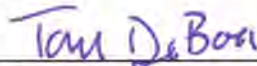
ADMINISTRATION

The CEO/General Manager is authorized to establish procedures including the setting of rental and support services fees to implement this policy.


INQUIRIES

Direct inquiries about this Directive to the Facilities Department.

APPROVAL



Generation, Power, Rates, and Transmission Management



Office of General Counsel



CEO/General Manager

DISTRICT PUBLIC USE FEE SCHEDULE

Snohomish County PUD No. 1

<i>Auditorium / Theatre</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$200 per four hour minimum / \$50 each additional one hour period / \$400 eight hour period
	<i>With Auditorium rentals of over 20 hours per event, the Kitchenette, Green Room and Commons will be included at no charge.</i>
For Profit Groups	\$275 per four hour minimum / \$70 each additional one hour period / \$550 eight hour period
	<i>With Auditorium rentals of over 20 hours per event, the Kitchenette, Green Room and Commons will be included at no charge.</i>
<i>Commission Board Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period
For Profit Groups	\$100 per three hour minimum / \$34 each additional one hour period / \$270 eight hour period
<i>Conference Room: TC1-AB</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$25 per three hour minimum / \$9 each additional one hour period / \$68 eight hour period
For Profit Groups	\$40 per three hour minimum / \$14 each additional one hour period / \$108 eight hour period
<i>Conference Room: TC2-A</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period

DISTRICT PUBLIC USE FEE SCHEDULE

Snohomish County PUD No. 1

<i>Conference Room: TC2-B</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period
<i>Conference Room: TC2-C</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period
<i>Conference Room: TC2-BC</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$30 per three hour minimum / \$10 each additional one hour period / \$80 eight hour period
For Profit Groups	\$70 per three hour minimum / \$24 each additional one hour period / \$188 eight hour period
<i>Conference Room: TC2-D</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period

DISTRICT PUBLIC USE FEE SCHEDULE

Snohomish County PUD No. 1

<i>Conference Room: TC2-E</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period
<i>Commons</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$20 per three hour minimum / \$7 each additional one hour period / \$50 eight hour period
For Profit Groups	\$40 per three hour minimum / \$14 each additional one hour period / \$105 eight hour period
<i>Green Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$25 per four hour minimum / \$7 each additional one hour period / \$50 eight hour period
For Profit Groups	\$40 per four hour minimum / \$10 each additional one hour period / \$80 eight hour period
<i>Lynnwood Office Conference Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$20 per three hour minimum / \$7 each additional one hour period / \$50 eight hour period
For Profit Groups	\$60 per three hour minimum / \$20 each additional one hour period / \$160 eight hour period

DISTRICT PUBLIC USE FEE SCHEDULE

Snohomish County PUD No. 1

<i>Monroe Office Conference Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period
<i>Snohomish Office Conference Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum. / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum. / \$12 each additional one hour period / \$95 eight hour period
<i>Stanwood Office Conference Room</i>	
	Fees
PUD Use	\$0
Government & Non-profit Groups	\$15 per three hour minimum / \$5 each additional one hour period / \$40 eight hour period
For Profit Groups	\$35 per three hour minimum / \$12 each additional one hour period / \$95 eight hour period

DISTRICT PUBLIC USE FEE SCHEDULE

Snohomish County PUD No. 1

Training Center Conference Room Equipment Rentals		Fees		
	3 hour period	Additional hour	8 hour period	
TV Monitor with DVD player	\$12.00	\$4.00	\$32.00	
Laser Pointer	\$3.00	\$1.00	\$8.00	
Document Camera (Commission Room only)	\$15.00	\$5.00	\$40.00	
Wireless (internet) Guest Access	\$1.00 per day			
Multimedia/PC Dual Projection (Commission Room & TC2-BC)	\$50.00 per day			
Multimedia/PC Projector (Small Conference Rooms)	\$25.00 per day			
Training Center Theatre/Auditorium Specific		Fees		
	4 hour period	Additional hour	8 hour period	
Regular Microphone	\$6.00	\$2.00	\$16.00	
Wireless Microphone	\$24.00	\$6.00	\$48.00	
Large Screen Wide Screen Multimedia/PC Projection	\$50.00 per day			
15AV/Theater Technician (required for Auditorium rentals)	\$35.00 per hour			
Custom Configurations e.g. multiple tft monitors, multiple laptop connections, computer projections combinations	Negotiable	Negotiable	Negotiable	