



# Auditorium Procedures, Guidelines, and Agreement

for use of the  
*Willapa Operations Center Auditorium in Raymond, WA and  
Lawrence James Remington Auditorium in Long Beach, WA*

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The PUD No. 2 of Pacific County Auditorium at the Willapa Operations Center (WOC)(405 Duryea Street, Raymond, Washington 98577) and Peninsula Operations Center (POC)(9610 Sandridge Road, Long Beach, Washington 98631) are intended for the use of District business. The PUD has extended the use of these facilities as a community service to the public. The following guidelines and procedures have been set in place to ensure the facilities provide the maximum benefit to the community.

## Procedures

### **Availability**

Auditoriums are available from 7:00 am to 10:00 pm on weekdays and weekends, when not in use by the PUD.

PUD No. 2 of Pacific County **reserves the right to cancel or restrict** community use of the facilities at any time. The District has priority of the Auditorium and attempts to use a ten (10) day cancellation window when providing notice to groups who may be scheduled to use the facility.

PUD Auditoriums are available to responsible non-profit community groups and organizations, and other governmental agencies. The facilities may not be used for political events, religious ceremonies, parties, or private gain (lecturers, entertainers, etc.). Meetings held must be open for public attendance. The acceptance or exchange of money is not permitted at meetings held at District facilities. *Permission to use the District facilities does not imply District endorsement of any activity.*

The Lawrence James Remington Auditorium (POC) has seating for 35.

The Willapa Operations Center Auditorium (WOC) has seating for ~50.

### **Reservations**

PUD Auditorium reservations may be secured up to six (6) months in advance and as late as 48 hours prior to meeting time, if available. Use is limited to once per week by any group. Reservations are made on first come, first serve basis.

Reservations may be made by contacting the District's Administrative Secretary at 360-942-2411 during PUD business hours, or via email at [reservations@pacificpud.org](mailto:reservations@pacificpud.org). An adult representative (18 and over) of the group (Representative) will be asked to provide the organization's information at the time of request.

The Representative will be required to complete and sign an Auditorium Agreement (This document can be found at [www.pacificpud.org](http://www.pacificpud.org) under the Forms and Publications section), which must be returned prior to use of the facilities. A new Auditorium Agreement must be executed at least every six months or earlier if the Representative changes. The Representative, or a designated member of the group, must be present for the full duration of the meeting.

This Representative will be required to pick up the Auditorium key (if period of use is outside PUD business hours) and return the key. Keys are available up to 24 hours in advance of meeting time and must be returned to the drop box immediately after the meeting. If the meeting is during business hours, the *office must be notified of completion of use.*

The Representative of the group will be held responsible for the reimbursement required if any damage occurs or if the key is not returned.

If a group needs to cancel a meeting, the District asks that notice be given as early as possible, with 48 hour minimum notice being preferable. If a group frequently does not show up for scheduled meetings, usage of the Auditorium will be reviewed.

## Guidelines

- Auditorium amenities include:
  - Restrooms
  - Wifi Access (woc\_public/poc\_public- password located on white board in Auditorium)
  - Chairs & Tables
  - Handicap accessible ramp
- Auditoriums must be left in the condition in which they are found.
  - Furniture may be arranged as necessary but must be returned to original state before vacating the building.
  - *Any damage considered excessive could result in reimbursement of said damages and possible cancellation of a group's privilege for further use of the Auditorium.*
  - All items brought in must be removed or properly disposed of by the end of the rental period.
  - A garbage receptacle is located in the room. Any additional garbage that would over fill the provided receptacle is to be removed by the group.
  - If the carpet is in need of vacuuming it is the responsibility of the group to take care of this.  
A vacuum is not provided by the District.
- Materials are not to be attached to the walls.
- District-Owned Audio Visual Equipment is not available for use.
- No food is allowed in the Auditorium. Drinks may be consumed using a container with a lid.
- No alcohol or illegal drugs are allowed on District property.
- Smoking and vaping are not allowed inside or within 25 feet of the building's entrance(s) and exit(s).
- No plants/animals allowed.
- Children are not to be left unsupervised.
- Loud music is prohibited.
  - Creation of disturbances could result in possible cancellation of a group's privilege for further use of the Auditorium.
- No burning of materials/open flames will be allowed inside the building (i.e. candles, etc.)
- Please turn off all lights and make sure all windows are properly secured before exiting the building.
- Keys must be returned immediately to the appropriate office or drop box.
- District personnel are not available to assist you, outside of providing instructions for use of the facilities.

**Failure to follow Auditorium Procedures and Guidelines, creation of disturbances or excessive damage could result in possible cancellation of a group's privilege for further use of the Auditorium. Any damage considered excessive or failure to return the Auditorium key could result in reimbursement of said damages.**



# Auditorium Agreement

for use of the

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### Organization Information (Please Print)

Full Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone No. \_\_\_\_\_

Responsible Person \_\_\_\_\_

WOC Auditorium

Lawrence James Remington (POC) Auditorium

Date(s) Requested \_\_\_\_\_

(Up to six month in advance)

Time(s) Requested \_\_\_\_\_

(Must have end time)

Is your Organization Non-Profit?  Yes  No

Is your event open to the public?  Yes  No

Is your event free to attend?  Yes  No

(You must answer "Yes" to all questions in order to use Auditorium)

### Agreement

I hereby acknowledge I have read and received a copy of the PUD No. 2 of Pacific County's Auditorium Procedures and Guidelines.

**WAIVER OF LIABILITY:** The above-mentioned organization, and the person executing this Agreement, individually, agree to comply with the rules of the District relating to the use of said facility and agree to defend and hold harmless the District, its Commissioners and employees from all liability or expenses arising out of or in connection with the use of the facility, whether said liability or expense is to property of the District or to third parties regardless of how such injury or damage is caused or sustained.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Provide Completed Form:

In Person (WOC)	In Person (POC)	Mail	Email/Fax
405 Duryea Street Raymond, WA	9610 Sandridge Road Long Beach, WA	PO Box 472 Raymond, WA 98577	<a href="mailto:reservations@pacificpud.org">reservations@pacificpud.org</a> 360-875-9388