



## FACILITIES USE AGREEMENT

\_\_\_\_\_ (referred to in this Agreement as the "USER") requests to use the District's Facilities at 1519 NE 177th Street, Shoreline, Washington, under the following terms and conditions:

Requesting Organization: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: (including set up and take down): \_\_\_\_\_ to \_\_\_\_\_

Is this a recurring event:  No  Yes Frequency: \_\_\_\_\_ End Date: \_\_\_\_\_

Facilities requested:  Large Meeting Room  10-person Conference Room  Parking Lot

Purpose of use: \_\_\_\_\_

Expected Number of Attendees: Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total Expected: \_\_\_\_\_

Equipment to be brought by User: \_\_\_\_\_

Equipment Requested by User:  Chairs \_\_\_\_\_  Large Conference Table  6 ft. Folding Tables (up to 4) \_\_\_\_\_  
 Video / Tele-conferencing  Wifi Access

Refreshments to be served:  None  Food  Beverage  Alcoholic Beverages (Permit Required)

### ACKNOWLEDGEMENTS:

1. USER acknowledges that it is a governmental agency or non-profit organization approved pursuant to IRS 501(c)(1) through (c)(10), and not a private, commercial organization.
2. USER shall comply with federal, state, local, and District laws, rules and regulations.
3. Use of the District Facilities shall be restricted to those who are 18 years or older and those under the supervision of an adult (21 years old or older).
4. The following uses and activities are prohibited on District Facilities:
  - a. Political activities for any federal elective offices and state and local elective offices and ballot measures;
  - b. Possession and use of illegal drugs;
  - c. Possession of firearms, except for law enforcement officers.
  - d. Smoking
5. Liquid refreshments may be served, but the USER must furnish its own utensils and clean and remove them when finished. Alcoholic beverages may be served with approval of the District Manager.
6. There is no charge for use of the District Facilities. Non-profit organizations shall pay a \$100 security deposit.
7. USER assumes responsibility for protection of District property and equipment. USER shall provide sufficient supervision or security to protect District Facilities and all attending persons.

8. USER is responsible for cleaning District Facilities after their use. The USER is responsible for paying for any damage to District Facilities, cleaning, and any and all expenses incurred by the District arising out of or related to USER's use of or presence on District Facilities, including but not limited to cleaning, repairs, replacement and/or legal and collection costs. USER agrees to pay for any damages or cleaning no later than 30 days after the date of invoice. USER agrees to notify the District Manager or Designee of any accidents immediately.
9. USER shall not violate requirements of the Uniform Fire Code; exceed the occupancy limit; allow the use of open flames on District premises; or block access doors. Failure to comply with these requirements will result in immediate cancellation of the USER's meeting.
10. USER agrees to indemnify, defend, and hold harmless the North City Water District, 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 District Facilities to the extent that such claim, loss, damages, 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 others present at such facilities in connection with the USER's activities.
11. Depending on the type and size of the USER's planned event, the District Manager may require the USER to procure and maintain in force at the time of the event a public liability insurance policy covering bodily injury and property damage with limits of not less than \$1,000,000 per occurrence. USER shall provide the District with a certificate of insurance well in advance of the event.
12. USER understands that the District Manager may deny the USER future use of District Facilities for any failure to abide by these terms and conditions.

I have read and understand the above terms and condition for use of District Facilities. I am the authorized representative of the organization requesting to use District Facilities with authority to bind it to the terms and conditions of this Agreement.

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### FOR OFFICE USE ONLY

Registered Non-profit:  Yes  No

Confirmation:  [www.guidestar.com](http://www.guidestar.com)  [www.sos.wa.gov/corps/corps\\_search.aspx](http://www.sos.wa.gov/corps/corps_search.aspx)

Alcohol Permit on file:  Yes  No  N/A

Receipt number: \_\_\_\_\_ Refund:  Yes  No Amount: \_\_\_\_\_ Check No. \_\_\_\_\_

Key Card Issued:  Yes  No Key Card Returned:  Yes  No