



RAY BUMGARNER MEETING ROOM USE AGREEMENT

1. Anyone wishing to use the Ray Bumgarner Building must schedule its use through the Manson Park Office.
2. Scheduling is on a first come, first serve basis.
3. Usage is free to all community and public non-profit organizations.
4. Private users will be charged a rental fee of \$100. (If you cancel within three (3) days of the scheduled event, you will relinquish your fee.)
5. Maximum capacity is 35.
6. Guests who schedule usage of the facility will have exclusive use of the meeting room, kitchen, balcony, and restroom during the times scheduled.
7. After use, the facility must be cleaned up and in its original condition. If it is necessary to have the space professionally cleaned, your organization will be billed for the cleaning.
8. The Park District is not responsible for lost or stolen items.
9. Only freestanding decorations are allowed.
10. Alcohol, tobacco, and illegal drugs are prohibited in the building and on the property.

TODAY'S DATE _____

NAME OF ORGANIZATION _____ CONTACT PERSON _____

PHONE NUMBER _____ EMAIL ADDRESS _____

DATE OF EVENT _____ TYPE OF EVENT _____

APPROXIMATE NUMBER OF ATTENDEES _____ FOOD BEING SERVED: YES _____ NO _____

START TIME _____ END TIME _____

CHARGE FOR USE AND DATE PAID (IF APPLICABLE) _____

PRIVATE GROUPS ONLY:

LIABILITY INSURANCE PROVIDER _____ POLICY NO. _____

CERTIFICATE OF INSURANCE SHALL BE PROVIDED TO THE PARK OFFICE UPON REQUEST BEFORE THE DATE OF EVENT.

We/I, _____ agree to HOLD HARMLESS the Manson Park
(group or person using the facility)

& Recreation District, Chelan County PUD, and their agents and employees, from all liability, claims, demands, damages, or costs, for, or arising out of, the use of the Manson Park & Recreation District facilities. Should any damage occur to the building or its contents, we/I agree to pay for the cost of all necessary repairs and replacements. I will inspect the facility and equipment prior to use and will report any issues to Manson Parks before the start of the rental time by calling or texting (509) 679-8735.

RENTER'S SIGNATURE _____ PHONE _____

DISTRICT REPRESENTATIVE SIGNATURE _____ DATE _____