

**REGULATIONS CONCERNING USE OF
PORT DISTRICT NO. 9 OF GRANT COUNTY
PUBLIC MEETING ROOM**

Grant County Port District No. 9, The Port of Ephrata owns and maintains a Public Meeting Room in Building 503 located at 1990 Division Ave East, Ephrata WA 98823. In addition to use by the Port it is also available to the people of Grant County on a limited basis. The Port reserves the right to refuse use of the facility to any group or organization.

1. All applicants for use of Public Meeting Room shall hold Port of Ephrata free and without harm, from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of Public Meeting Room. Also, in the event that property loss or damage incurs, it shall be decided by the Port and a bill for damages may be presented to the group using or occupying the facility during the time the loss or damage was sustained.
2. The applicant must be a Port tenant, a public agency, a public or private non-profit organization, a public service organization or a commercial business that resides in Grant County. Applicants may not use the Public Meeting Room for political fund-raising activities or events.
3. Alcohol beverages, drugs, or tobacco products will not be permitted. Animals are not permitted inside Port facilities with the exception of animals required by individuals with handicaps.
4. Reservations are to be made with the Port of Ephrata only. Sub-letting will not be permitted; any changes in Renter must be made through the Port office. Room limit: **50 Persons**.
5. No signs are to be placed on painted walls, windows or doors.
6. Tables and chairs may be rearranged as necessary. However, they must be returned to original state after each meeting.
7. Following use of the facilities, all debris is to be placed in the trash cans provided, lights are to be turned off, rest rooms checked for paper on the floor, facilities flushed and lights turned off, and all exterior doors must be closed and locked, if leaving after Port office closes. The west door, if opened, must be locked from the inside on leaving.
8. For night or weekend meetings, a key to the Public Meeting Room entrance may be obtained from the Port of Ephrata office during working hours. The key must be returned within 48 hours of the meeting. Failure to return the key will result in a charge of \$100.00 to offset the cost to change the locks.
9. If any food or drinks are served, it is the Renters responsibility to clean up all waste, garbage and left-over food and drink. This waste must be disposed of in the outside dumpster. Any spills or damage must be reported to the Port staff as soon as possible.
10. Payment is required within 2 business days after confirming reservations. Cancellation requires a 2 week notice to receive a refund.
11. Rental rates for the Public Meeting Room will be determined by the Port Manager and may be changed at any time.

RECEIVED from _____, hereinafter called "Renter", the sum of \$ _____ as rent on the PUBLIC MEETING ROOM for the time period _____:

IN CONSIDERATION of the strict performance of all of the terms and conditions of this agreement by Renter, said premises are rented to the Renter for the sole purpose of: _____.

Dated this _____ day of _____, 20____

Renter's signature: _____ Phone _____

Address: _____ City/State/Zip _____

The Port of Ephrata

BY: _____
Port Manager or Designee