The Public Utility District No. 1 of Lewis County (District) has two auditorium available for use, located at 345 NW Pacific Avenue, Chehalis, WA and 240 7th Street, Morton, WA, without charge to governmental agencies and responsible non-profit, non-political, and non-religious groups. Hours of availability are Monday through Friday from 5:30-9:00 p.m. and Saturday and Sundays from 8:00 a.m-9:00 p.m. when not in use by the District. To ensure maximum benefits for the community, the following rules have been established.

1. The meeting rooms are available without charge to governmental agencies, responsible, non-profit, non-religious, non-political groups for special meetings. These facilities are NOT available for parties of any nature. Proof of non-profit (501(c)) status is required.

2. The meeting rooms are available outside normal business hours on a first come, first serve basis. Separate reservations are required for each meeting and frequency of single group meetings may be limited by the District. No more than one meeting can be scheduled or booked on the calendar at one time.

3. The capacity of each meeting room is limited to no more than 49 occupants.

4. The use of the facilities is solely for business purposes of your organization. The meeting rooms are not available for the following purposes:
   a. Parties of any kind
   b. Religious ceremonies, services or activities
   c. Promotion of political or quasi-political movement or candidate
   d. Private gain, including seminars, fundraising, lectures, entertainers, trainings or classes for profit, etc.
   e. Craft bazaars, rummage sales, auctions, fundraisers or other similar events

5. To reserve the District’s facilities, the Facility Use Agreement must be completed prior to scheduling by the organization/group’s representative (18 years-old or older) who shall be responsible for:
   a. Obtaining the key
   b. Condition of the meeting room
   c. Securing the facility after use
   d. Returning the key
   e. Charges for damages

6. The meeting room keys may be picked up from the customer service department the day of the meeting during normal business hours: Monday through Friday, 8:00 a.m.-5:00 p.m. excluding holidays. If your meeting falls on a Saturday or Sunday, the key must be picked up the previous
Friday. Keys will not be issued more than one day in advance unless use of the meeting room is on Sunday. The key is to be returned after the meeting at the night drop-box located outside the main doors of the District.

7. Each group shall be held responsible for leaving all areas and equipment clean and in good order, and for any damages to the rooms, equipment or facilities, etc. All garbage generated by your group must be removed from the premises. Appropriate charges will be made when repairs or excessive cleaning are necessary.

8. The District reserves the right to restrict any group from using the facility for disregard of any of the rules and regulations, creating a disturbance, stealing District equipment, and/or willful damage to the building or facilities.

9. If an emergency situation arises, call 911. The District has a basic first aid kit and spill kit available for emergency situations, please follow the directions in the first aid and spill kit to provide emergency care and/or cleanup of bodily fluids. Immediately after the emergency is resolved notify our Dispatchers, by calling (360)748-9261, and to relay the general nature of the emergency and if the first aid or spill kit were used.

10. The District reserves the right to cancel a reservation if the space is needed for its own use. However, every effort will be made to give adequate, advance notice.

11. The following activities are not permitted:
   a. Unsupervised children
   b. Smoking
   c. Consumption of alcohol or drugs
   d. Dancing/music
   e. Signs attached to utility property
   f. Animals or fowl on the premises (service animals allowed)
   g. Parties
   h. Loud activities
   i. Collection of money of any kind
   j. Open flame inside the facilities or in the vestibules