



Regional Services Center Facility Use Application

For Office Use
Action: _____

Contact Information

Group/Event Name _____

Billing Address _____

Website (if no website, please include affiliation) _____

Contact Name _____ Phone _____ Email _____

Presenter Name (if any) _____ Phone _____ Email _____

Event Details

Purpose of Event _____ Estimated Number of People Attending _____

Facility Requests: LOTT Board Room WET Center Classroom WET Center Exhibit Gallery

Special Requests: Tour Presentation Other _____

Preferred Event Date _____ Times of Actual Event _____

Check In Time (including set-up) _____ Check Out Time (including clean-up) _____

Alternate Date (if any) _____ Times of Actual Event _____

Check In Time (including set-up) _____ Check Out Time (including clean-up) _____

Room Arrangement: Lecture, no tables Square Horseshoe Classroom

Chevron Small Groups Other _____

Number of Tables Needed _____ Number of Chairs Needed _____

Equipment Needed: None Projector/Screen Laptop Sound

Conference Phone* Video Recording* Easels Whiteboard

A-Boards * Additional fees may apply

Submission Instructions / More Information

Return the completed and signed form to LOTT at 500 Adams Street NE, Olympia, WA 98501, or submit by email to facilityuse@lottcleanwater.org **at least 30 days before the requested date of use.** You will be contacted within 10 business days after the request has been received. If approved, you will be asked to submit proof of insurance. For more information, contact Kelsey Browne at (360) 528-5716 or kelseybrowne@lottcleanwater.org.

Insurance Requirements

Organizations are required to provide evidence of liability coverage with limits of \$1 million occurrence and \$2 million aggregate, and an endorsement naming LOTT as an additional insured. Coverage cannot be cancelled or reduced without 30-day written notice to LOTT. Low-cost Special Events Liability Insurance may be available through One Beacon Entertainment using the code "0465-301" for venue "Washington Cities Insurance Authority - LOTT all events - LOTT Clean Water Alliance." By reference to this website, LOTT does not confirm availability or adequacy of coverage offered.

Terms of Agreement

The person or organization entering into an agreement with LOTT for use of LOTT Clean Water Alliance facilities or equipment described certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse LOTT for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of LOTT's facilities or equipment will be reported to LOTT's authorities immediately.

The applicant agrees that LOTT and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless LOTT and its officers, employees, directors, and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of LOTT.

LOTT wishes to encourage use of its facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of LOTT's programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of LOTT's Policy. Permission to use a particular facility may be denied based on a belief that the activity proposed may not be in LOTT's best interests, or due to logistic constraints. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, origin, or sexual orientation.

Acknowledgment

I have read the rules and regulations listed in the above sections, and in the Facility Use Policy, and agree with the conditions and fees as established.

Signature _____ Title _____ Date _____

LOTT Official Use Only

This request has been reviewed, and was: Approved Denied Undetermined

Signature _____ Date _____

Executive Director (or Designee)