

REQUEST FOR USE OF MUSEUM FACILITIES  
 Central Washington Agricultural Museum  
 Phone: (509) 457-8735 - Email: [info@centralwaagmuseum.org](mailto:info@centralwaagmuseum.org)

Date Submitted \_\_\_\_\_ Name of Organization \_\_\_\_\_

Type of Event \_\_\_\_\_ **Activities must be approved by museum**

List Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use Date \_\_\_\_\_ Start/End Time \_\_\_\_\_ - \_\_\_\_\_ Approximate Number Attending \_\_\_\_\_

Facility Requested:

- \_\_\_\_\_ Meeting Room w/kitchen (capacity 60)
- \_\_\_\_\_ Show Grounds Area/Pavilion Building #17
- \_\_\_\_\_ Small Open Covered Picnic Area
- \_\_\_\_\_ Gazebo

Items Needed:

- \_\_\_\_\_ Picnic Tables (Max 9)
- \_\_\_\_\_ Wedding Arbor (Max 1)

**PERSON RESPONSIBLE: NAME** \_\_\_\_\_

*Please Print*

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **ST** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Cell** \_\_\_\_\_

**Person Responsible Signature** \_\_\_\_\_

APPROVED BY \_\_\_\_\_ Date \_\_\_\_\_

(Museum Representative)

**Office Use: Please enter the Request in pencil on the calendar – When Approved:  
 Please put the completed form in the Facility Use Folder (file by date)**

**OFFICE USE ONLY**

Facility Use Area/Building \_\_\_\_\_

Deposit Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Ck \_\_\_\_\_ Cash \_\_\_\_\_

Facility Use Received by \_\_\_\_\_ Date \_\_\_\_\_ Amount \_\_\_\_\_ Ck \_\_\_\_\_ Cash \_\_\_\_\_

Deposit Returned by \_\_\_\_\_ Date \_\_\_\_\_ Mailed \_\_\_\_\_ Other \_\_\_\_\_

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1. Any Event that has mechanical or hazardous displays or equipment must have \$1,000,000.00 worth of liability insurance.
2. Organizations using the grounds or shelters shall furnish at least 1 portable toilet and 1 additional toilet for each 150 persons expected at any one time. The organization shall be responsible to make all arrangements.
3. All shows and activities shall be conducted in an orderly fashion and in compliance with all state, county, and local regulations, laws, and codes.
4. The organization using the facilities shall be responsible for sufficient garbage containers and shall see to their proper disposal.
5. No digging of the turf is permitted. Flag and marker stakes shall not exceed 1 inch in diameter.
6. Program hours shall be daylight hours except by special arrangement.
7. Show ground lights by special arrangement only.
8. Parking shall be in designated areas only.
9. Overnight parking must be pre-approved.
10. The organization using the facilities shall be responsible for all parking, traffic control, and policing connected with the event.
11. All use is on a first come/first serve basis. The facility requested is reserved once payment and deposit have been received.
- 12. All activities must be approved by museum representative.**

**I have read and agree to the above terms and conditions**

**Responsible Person Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

RECOMMENDED DONATION (S) FOR FACILITY USE  
 Central Washington Agricultural Museum  
 Phone: (509) 457-8735 – Email: [info@centralwaagmuseum.org](mailto:info@centralwaagmuseum.org)

- Meeting Room & Kitchen (capacity 60)
  - Per Day (up to 8 Hours)-----\$300.00 \_\_\_\_\_
  - Weekend ----- \$500.00 \_\_\_\_\_
  - Clean up and damage Deposit (*Refundable*)-----\$100.00 \_\_\_\_\_
- Show Grounds Area (North side of display buildings to creek) and Pavilion Building #17
  - Per Day (up to 8 Hours)-----\$300.00 \_\_\_\_\_
  - Weekend ----- \$500.00 \_\_\_\_\_
  - Clean up and damage Deposit (*Refundable*)-----\$100.00 \_\_\_\_\_
- Small Picnic Area (Covered Open Picnic Area – Tables included)
  - Per Day (up to 8 Hours)-----\$200.00 \_\_\_\_\_
  - Weekend ----- \$300.00 \_\_\_\_\_
  - Clean up and damage Deposit (*Refundable*)-----\$100.00 \_\_\_\_\_
- Gazebo
  - Per Day (up to 8 Hours)-----\$200.00 \_\_\_\_\_
  - Weekend ----- \$300.00 \_\_\_\_\_
  - Clean up and damage Deposit (*Refundable*)-----\$100.00 \_\_\_\_\_
- Wedding Arbor (Per Use) ----- \$ 50.00 \_\_\_\_\_
- Picnic Tables (Per Each) ----- \$ 2.00 \_\_\_\_\_

**NOTE:** Each additional area after the first-----\$150.00  
 If more than one area is reserved, only one damage deposit is collected.

***Please Note: Donation & Damage Deposit must be paid 2 weeks in advance per unit.  
 Please make 2 Separate checks----one for Donation & one for Deposit.  
 The deposits are refundable if the facilities are left in approved condition.***

- Organizations accepting entry donations or admissions will share 10% of gate receipts with the Agricultural Museum in addition to the above fees.
- Program hours are limited to daylight hours unless otherwise authorized.
- Applications may be rejected without cause.
- Fees are subject to change without notice.
- The person(s) signing this agreement and the organization they represent will be responsible for all breakage and damage done to furniture, appliances, dishes, and kitchen equipment or to the building proper.
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED**  
The person(s) signing this agreement and the organization they represent will save and hold harmless Central Washington Agricultural Museum from all loss, liability, and/or expenses resulting from any injury to any person or any damage to any property caused by or resulting from any act or omission of the organization during the event held on the date specified.

**I have read and agree to the above terms and conditions**

**Responsible Person Signature \_\_\_\_\_ Date \_\_\_\_\_**