Fee Schedule and Regulations for Use of
Dungeness River Audubon Center and Railroad Bridge Park

Facilities available:
- Dungeness River Audubon Center ("River Center") – Multi-purpose room suitable for auditorium seating up to 70, table seating up to 50, or displays. Multi-media facilities for digital projections and video.
- Picnic shelter with four tables; suitable for meetings of up to 32 adults or 40 children.
- Open-air amphitheater with seating for 60. Power available.
- Railroad Bridge and Trestle

Fee schedule categories:

CATEGORY I. Non-profit groups (501-C3), schools, government agencies, or other functions that have no affiliation with for-profit enterprises or with political or religious organizations.

CATEGORY II. For-profit, religious, or political organizations; private functions such as weddings, receptions, reunions, etc. This category exists because some activities may not be related to the primary purpose of park facilities. The River Center reserves the right to make decisions on an individual basis for applications in this category.

CATEGORY III. Partners in the establishment of the Dungeness River Audubon Center – Rainshadow Natural Science Foundation (RNSF), Jamestown S'Klallam Tribe (JS‘KT), Olympic Peninsula Audubon Society (OPAS), and Audubon Washington/National Audubon Society (NAS)

APPLICATION

Complete the application below and send it with your check to:
Dungeness River Audubon Center, P.O. Box 2450, Sequim, WA 98382

Date of application ____________   Date(s) of Event ____________________ Time(s) of Event _________to __________

Applicant/Organization name ______________________________

__________________________________________________________________________________

Activities planned ____________________________________________________________________________________

Expected attendance__________________________      Admission charged:  Yes _____  Amount $ _________  No ______

Facilities requested ______________________________________________________ Power needed ________________

Private function, public excluded? _____   Address _________________________________________________________

Organization’s Phone ______   FAX __________________________

Contact/responsible person (minimum age = 21) ____________________________________________________________

Contact’s Phone (H) __________________________ (W) ________________________ FAX _______________________

The undersigned agrees to abide by the regulations governing use of Railroad Bridge Park facilities as set forth on the reverse, and to protect, indemnify, and hold harmless River Center, JST, OPAS, and NAS for any claims, liabilities, damages, expenses or rights of action, directly or indirectly attributable to user’s activities and/or use of the premises in connection with this agreement, except for the sole negligence of the above-mentioned organizations. Applicant has procured, or will procure if requested, at its own expense, a Comprehensive General Liability insurance policy, naming the Dungeness River Audubon Center and its partners as an additional insured. This policy shall be primary and shall be written with a minimum of $1,000,000 Combined Single Limit per occurrence. Coverage shall include, but not be limited to: Broad Form Property Damage, Products/Completed Operations, and Blanket Contractual.

Applicant Signature ___________________________________________ Date ___________________
**Fee Schedule:** Dungeness River Audubon Center and Railroad Bridge Park

<table>
<thead>
<tr>
<th>Category</th>
<th>Picnic Shelter or Amphitheater</th>
<th>Dungeness River Audubon Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>I (non-profits)</td>
<td>No admission charged, Public allowed to enter Center building during event $30 for 1-4 hrs. $50 for 4-8 hrs. (plus $25 cleaning/damage deposit*)</td>
<td>$75 for 1-4 hrs, $100 for 4-8 hrs.</td>
</tr>
<tr>
<td></td>
<td>Admission charged, or private function with public excluded from Center building during event $40 for 1-4 hrs. $60 for 4-8 hrs. (plus $25 cleaning/damage deposit*)</td>
<td>$100 for 1-4 hrs, $125 for 4-8 hrs.</td>
</tr>
<tr>
<td>II (others)</td>
<td>$50/hour; $200 minimum (plus $50 cleaning/damage deposit*)</td>
<td></td>
</tr>
</tbody>
</table>

* Refundable if facility is left clean and undamaged

**Rules and Regulations governing use of Dungeness River Audubon Center and Railroad Bridge Park:**

The partners (as listed in Category III) encourage the use of park facilities by community groups, as long as it does not interfere with the on-going programs of the Dungeness River Audubon Center. We provide these rules and regulations in order to clarify and avoid misunderstandings:

1. The programs of the Dungeness River Audubon Center and its partners always have first priority for the use of park facilities.
2. The Dungeness River Audubon Center and its partners reserve the right to refuse the use of park facilities to any group.
3. A responsible individual at least 21 years old must sign and accept responsibility for any damage to park facilities and for rental charges on behalf of any group or organization renting the facilities. Adult leaders and responsible parties of organizations shall remain with their groups during the activity and shall be responsible for insuring their groups follows all rules.
4. No organization or group will be granted indefinite use of park facilities. Recurring events require special approval and periodic review.
5. Park rules prohibit the sale or consumption of alcohol or controlled substances on park premises. Organizations or groups using the park are responsible for preventing boisterous conduct, profane and improper language, and other objectionable practices. Smoking is not allowed in group activity areas, during scheduled public events, or inside the River Center. Please be very courteous with all other park visitors.
6. No use of the Railroad Bridge may block public access and passage over the bridge, which is part of the Olympic Discovery Trail.
7. When the renting organization anticipates large crowds, the group must provide for crowd control and should notify the Clallam County Sheriff and Sequim Police about the scheduled activity. The park has parking for 30 vehicles or equivalent, but an overflow parking lot is available within 1/4 mile.
8. The renting organization or group must make payment at the time of application, unless other arrangements have been made.
9. We request that the facilities be left the way they are found or in better condition. Damage or messiness may result in retention of the damage deposit. Unusual circumstances requiring repair or cleanup may result in the assessment of additional rental charges based on the amount of additional custodial time required. Such damage or messiness may result in the refusal of future rental requests for the organization or group involved.
10. The park is open from dawn to dusk unless special arrangements are made.
11. Amplification equipment is not permitted in the park except for single voice projection, or at the discretion of the Dungeness River Audubon Center and its partners.
12. Any illegal actions on park property during an activity under the supervision of a renter will terminate the renter’s contract with the Dungeness River Audubon Center and its partners.
13. **FOOD IS NOT ALLOWED IN THE BUILDING.**

Questions please email rcoffice@olympus.net or call 360-681-4076

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