



SNOHOMISH COUNTY



FACILITY USE PERMIT APPLICATION FORM

Snohomish County Facilities Management

ATTN: Karla Beers

3000 Rockefeller Ave, M/S 404, Everett, WA 98201

Phone: 425-388-3221 FAX: 425-388-7008

Name of Applicant / Organization or County Department <i>Occupy Everett</i>		Date of Application <i>Oct 26, 2011</i>
Street Address <i>2870 Baker Ave Suite C</i>		City, State, Zip Code <i>Everett, WA 98201</i>
Contact Person <i>Michael Lapointe</i>		
Subject/Purpose of Meeting <i>Ongoing Demonstration</i>		E-mail Address <i>net</i>
Date Of Meeting <i>Oct 27, 2011</i>	Start Time & End Time <i>AM start time</i>	Expected Number Of Participants <i>varies</i>

REQUESTED SERVICES:

- Public Meeting Room #1 – West Side*
1st floor, Admin-East
Maximum Seating Capacity 125
- Public Meeting Room #2 – East Side*
1st floor, Admin-East
Maximum Seating Capacity 80
- Willis Tucker Conference Room*
3rd floor, Admin West
Maximum Seating Capacity 30
- 6th floor, Admin East, Conf. Room _____
(Call for details & availability)
- Kinard Room – 4th Floor, Courthouse
- Courthouse Flag Plaza*
Maximum Seating Capacity 150
- Amphitheater – Admin Bldg Plaza*
Maximum Seating Capacity 300
- Open Green Field – Admin Bldg Plaza* *TENTS*
Maximum Seating Capacity 50
- Matthew Parson Park*
Maximum Seating Capacity 100
- Mission Building Plaza
- Permission to Post Meeting Time & Location
- Permission to Serve Refreshments
- Other Facility: _____

* SNOHOMISH COUNTY GOVERNMENT RESERVES THE RIGHT TO REVOKE PERMISSION FOR USE OF ITS FACILITIES OR TO RESCHEDULE ACTIVITIES WITHIN THE COUNTY CAMPUS. THE HEARING EXAMINER HAS PRIORITY USE OF THE PUBLIC HEARING ROOM – EAST SIDE AT ALL TIMES AND THIS MAY REQUIRE RESCHEDULING OF ANY MEETING ON SHORT NOTICE.

PLEASE NOTE THAT ALL MEETINGS MUST END NO LATER THAN 10 PM AT WHICH TIME THE SECURITY STAFF WILL CLEAR THE BUILDING.

FOR NON-PROFIT ORGANIZATIONS, DOCUMENTATION OF NON-PROFIT STATUS IS REQUIRED.

A CERTIFICATE OF LIABILITY INSURANCE IS REQUIRED FOR ALL OUTDOOR EVENTS.

The county does not provide reconfiguration of tables or chairs, assistance with moving tables & chairs, additional tables or chairs, food preparation facilities or refrigeration equipment. Food may not be served in the Administration Building Lobby. Furniture in Public Meeting Room #2 & the Willis Tucker Conference Room must be returned to original configuration. Furniture in Public Meeting Room #1 must be returned to the storage room after use.

Michael Lapointe
Signature

Oct 26, 2011
Date

AUTHORIZATION BY SNOHOMISH COUNTY: *[Signature]* *10/26/11*
Snohomish County Facilities Mgmt Date