

## **REVOCABLE LICENSE FOR USE OF COUNTY OWNED LAPTOP**

This revocable license agreement ("License") is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Kittitas County, a municipal corporation of the State of Washington ("County") and the individual Non-County employee members serving on the Kittitas County Lodging Tax Advisory Committee ("Licensee").

**WHEREAS**, pursuant to Chapter 67.28 RCW, Kittitas County created a Lodging Tax Advisory Committee, consisting of County and Non-County employees, for the purpose of authorizing and collecting a special excise tax for lodging; and

**WHEREAS**, much of the business conducted by this Committee is subject to the Open Public Meetings Act and the Public Records Act requiring the implementation of procedures and work management protocols to ensure compliance with those acts; and

**WHEREAS**, the County desires to facilitate the Committee's compliance with State law and promote the efficiency of the County business conducted by this Committee it finds that it is in the best interest of the County to provide County-issued laptops to Licensees for the sole purpose and use for County business conducted by the Kittitas County Lodging Tax Advisory Committee; and

**WHEREAS**, the County and Licensee agree that laptop(s) will be provided and used in accordance with the terms and conditions set forth below; now therefore

The County and Licensee agree as follows:

- 1) The laptop(s) remain the sole and exclusive property of Kittitas County and are to be used for County business only.
- 2) The Licensee agrees to and shall only use the laptop(s) for conducting business associated with the Lodging Tax Advisory Committee or for conducting business associated with another Kittitas County Board or Committee that the member also serves on, and not for personal use; no privacy interest is created in use of the laptop(s).
- 3) The County maintains the right to repossess and/or inspect the laptop(s) at any time and without notice.
- 4) Illegal or unlawful behavioral in connection with the laptop(s) may result in criminal prosecution.
- 5) The laptop(s) shall not be modified or altered in any way, including adding or removing hardware or software, without the express written approval of the County.
- 6) The use of the laptop(s) does not create ownership or other rights in or to the laptop(s) or to its use beyond the terms and conditions of this limited and revocable license.
- 7) The laptop(s) shall only be operated by the Licensee it is assigned and only during the duration of their service as a Licensee of the Lodging Tax Advisory Committee.
- 8) The laptop(s) shall be returned immediately to the County whenever a Licensee ceases to belong to the Lodging Tax Advisory Committee.

- 9) Any use or connection to the County Network shall require written acknowledgment of the County Technology Policy.
- 10) The Licensee agrees to indemnify and hold harmless the County, its trustees, elected and appointed officers, agents and employees from and against any and all claims, demands or causes of action of whatever kind or nature and the resulting losses, costs, expenses, reasonable attorney fees, liabilities, damages, orders, judgments or decrees sustained by the County arising out the Licensee's exercise of rights pursuant to this License. The County makes no indemnification of the Licensee, its officers, agents, or employees.
- 11) The use of the laptop(s) does not create employment rights or protections for the Licensee.
- 12) The venue for any litigation regarding this License shall be Kittitas County Superior Court.
- 13) This License shall be construed according to the law of the State of Washington.
- 14) This License shall take effect when Licensee takes possession of the laptop(s),

**Dated** this \_\_\_\_ day of \_\_\_\_\_, 2017.

**LICENSEE**

**BOARD OF COUNTY COMMISSIONERS  
Kittitas County, Washington**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Paul Jewell, Chairman

\_\_\_\_\_  
Roylene Crawford

\_\_\_\_\_  
Laura Osiadacz, Vice-Chairman

\_\_\_\_\_  
4290 Kittitas Hwy.

\_\_\_\_\_  
Ellensburg, WA 98926

\_\_\_\_\_  
Address

\_\_\_\_\_  
Obie O'Brien, Commissioner

\_\_\_\_\_  
Phone

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
☐ Clerk of the Board- Julie Kjorsvik

☐ Deputy Clerk of the Board- Mandy  
Buchholz

Date: \_\_\_\_\_