

City of Pacific

100 3RD Avenue Southeast
Pacific, Washington 98047

jofutch@ci.pacific.wa.us
(253.929.1155)

dthach@ci.pacific.wa.us
(253.929.1153)

Facility Rental Form



Today's Date _____

APPLICANT _____

NAME OF PERSON IN CHARGE (MUST BE 21) _____

PHONE # (cell) _____

ADDRESS OF APPLICANT OR ORGANIZATION: STREET _____

CITY _____ ZIP _____

*IF APPLYING AS A NON PROFIT, YOU ARE REQUIRED TO SHOW PROOF OF NON PROFIT DESIGNATION

FACILITY REQUESTED: GYMNASIUM _____ EAST ROOM _____

Senior Center _____

DATE(S) REQUESTED _____ TIME: FROM _____ TO _____

REMEMBER TO INCLUDE YOUR SET UP TIME AS WELL AS CLEAN UP TIME.

TYPE OF ACTIVITY/MEETING _____ NUMBER OF PEOPLE EXPECTED _____

ADMISSION COLLECTED? YES ___ NO ___ EXPLAIN _____

AGREEMENTS: The undersigned makes application to the City for use of the City facilities described above and certifies that the information given in the 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 the City's Rules and Regulations for the rental of City facilities. The applicant agrees to exercise the utmost care in the use of the facilities. The undersigned shall defend, indemnify and hold harmless the City, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of the facilities or from any activity, work, or thing done, permitted, or suffered by the undersigned in or about the facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the City. The applicant further agrees to reimburse the City for any damage arising from the applicant's use of the facilities.

I have read and do understand the rules and regulations for use of City Facilities.

Signature: _____ Today's Date: _____

For City use only

Approved: ___ Denied ___ Reason for denial _____

Rental Fee ___ PAID ___ DAMAGE DEPOSIT ___ PAID ___

ADDITIONAL COMMENTS _____

SIGNATURE _____ DATE _____

Rental Fees:

Gymnasium & Eastroom Combination {2 Hour Minimum}

Damage Deposit	\$250.00	\$500.00 with alcohol
Hourly fee		Resident \$50.00/hr
Non Resident	\$ 75.00/hr	Non Profit \$50.00/hr

Gymnasium

Damage Deposit	\$250.00	\$500.00 with alcohol
Hourly fee		Resident \$30.00/hr
Non Resident	\$50.00/hr	Non Profit \$30.00/hr

East room

Damage Deposit	\$250.00	\$500.00 with alcohol
Hourly fee		Resident \$30.00/hr
Non Resident	\$50.00	Non Profit \$30.00/hr

Senior Center

Damage Deposit	\$250.00	\$500.00 with alcohol
Hourly fee		Resident \$30.00/hr
Non Resident	\$50.00/hr	Non Profit \$30.00/hr

There is also a Non-Refundable Cleaning Fee for all Friday-Sunday Rentals:

\$75.00 flat rate and \$200.00 flat rate with alcohol.

Cancellations made with less than two weeks notice of event will result in \$100 cancellation fee.

DAMAGE DEPOSIT RULES

In addition to rental fees, all rental groups will be charged a Damage Deposit. Damage Deposits are completely refundable as long as the following terms are met:

1. The room and adjacent facilities (including outside grounds) are left in a clean and orderly manner per the rental Clean Up Checklist.
2. Use of the room does not exceed the scheduled time.
3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to building has not occurred.
6. The consumption of any alcoholic beverage is prohibited in the facilities or grounds of City Hall.
7. All rules/guidelines governing rental usage of the Pacific Algona Community Center are met.
8. Rental keys are returned.

If these conditions are not met then an appropriate fee will be deducted from the damage deposit.

Please allow up to 14 days for the damage deposit to be returned.

Key Check Out

The applicant is responsible for checking out the key to open the facility. The key may be picked up during normal business hours and must be returned the first weekday following the facility use. Applicants using a facility more than twice a month shall be issued a key, which shall be returned the first weekday following termination of facility use. The issued key will allow entry into only the building that is rented. If the key is lost or stolen, renter assumes full liability and costs for replacing keys and re-keying the building.

Kitchen Information

It is the responsibility of the rental group to provide their own cooking, serving, and eating dishes, paper products, utensils, and all other kitchen items. All food must be pre-prepared by the rental group or catered. Senior Center only: 30 cup coffee maker is available for use during your rental.

Room Setup

Set up is the sole responsibility of the rental group. Rental groups will not be allowed in the facility prior to the start time designated on the rental contract. Please be sure to allow enough time to complete the room set up and decorating when booking the rental. Rental groups will be charged for any and all time used for set up. Rental groups are responsible for returning the room to its original configuration.

Deliveries and Storage

All deliveries must occur during designated rental times only. Deliveries that arrive early will not be accepted. Staff will not sign for any deliveries. All items must be removed from the Center at the end of your rental time.

Cleaning the Facility

Renters are responsible for cleaning the facility in accordance with the Rental Clean up Check List. All garbage is to be removed from the facility at the conclusion of your event and placed in the dumpster. (Please use the dumpster located at the south east corner in back parking lot.) Any cleaning and or repairs that require staff time and materials will be deducted from the damage deposit and or charged to the rental group. If a rental exceeds the time reserved, they will be charged for the additional time and or it will be deducted from the damage deposit.

Decorations

Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or other marring materials. The use of candles or flammable materials is strictly prohibited. The use of smoke machines is strictly prohibited.

Selling Items

Rental groups wishing to sell items while meeting at the Community Center may be required to obtain a City of Pacific Business License. Licenses may be obtained by contacting the City Clerk Office at City Hall (253 929-1100).

Insurance

Special events, corporate hosted functions, athletic leagues, and other events will be required to carry a \$1,000,000.00 insurance policy naming the City of Pacific as an additional insured. You can purchase single event insurance policy through the city's provider:

www.gatherguard.com

Senior Center Venue Code: 0501-871

Community Center Venue Code: 0501-872

If Alcohol is served a Banquet License must be obtained by the renter through Washington State Liquor Board.

Damage and Injury

Damage to facilities or equipment must be reported within twenty-four hours. Applicant shall be financially responsible for all damages incurred during applicant's use of the facilities. The City shall not be responsible for accident, injury or loss of property. In case of an emergency the 911 emergency phone is Located on wall in East Room entry way (for emergencies only).

The misuse of facility or the failure to conform to these rules and regulations will be sufficient reason for denying any future applications for use of City facilities and retention of the full amount of the security deposit. Alcohol Consumption and Smoking is Prohibited on city property. Smoking must be outside in designated areas.

RENTAL CLEAN UP CHECK LIST

1. Floors and rugs should be clean and free of debris. _____
2. Tables and chairs clean and free of debris. _____
3. Kitchen counters should be clean. _____
4. Garbage cans need to be emptied. Please use dumpster in back parking lot. _____
5. All decorations and supplies from event must be removed. _____
6. Room should be put back to original configuration. _____
7. Please remove all food brought in for event from the refrigerators. _____
8. Leave stove and ovens clean and ready for use. _____
9. All windows and doors must be closed and locked. _____
10. All lights must be turned off. _____
11. The person in charge must make sure the facility is secure upon leaving. _____
12. Key must be returned to Community Center or Senior Center staff on first
weekday following completion of rental. _____

Comments: _____

Signature of renter

Date

Staff signature

Date
