

## Community Center Rental Policies

### **PAYMENTS**

- Reservations made more than 45 days before rental require 50% of rental fee and full payment of refundable damage deposit, with remainder of rental fee due 45 days prior to rental.
- Reservations made less than 45 days before rental require full payment of rental fee and refundable damage deposit.
- Rentals extending beyond the designated time will be charged at 1½ times the hourly rate for every 30 minutes over. For example, if the hourly rate for your room is \$150, you will be charged \$225 for every 30 minutes you go over.
- We accept checks, Visa/MasterCard, and cash.

### **REQUIREMENTS**

- Events that are open to the public, charging admission, selling or serving food and beverages, and/or including physical activities deemed high risk by the City, may require you to provide an insurance certificate naming the City as additionally insured. Appropriate insurance requirement and coverage will be determined on a case by case basis.
- To maintain adequate security measures in light of the size and nature of the event, the City may schedule licensed security at the expense of the applicant. Fees for security will be determined at the time of rental application.
- Adult chaperones (21 and older) are required for youth activities at a ratio of one chaperone for every 25 youth. A list of chaperones must be submitted to community center staff at least two weeks prior to the event.

### **USE CONDITIONS**

- The City reserves the right to cancel an event due to emergencies or other reasons that are out of our control.
- Applicants will sign a facility use agreement which is a binding legal contract. The user accepts responsibility for any injury to persons or property that is a result of user actions. The user agrees to reimburse the City of Federal Way for any damages to City property or costs incurred as the result of user actions.
- Smoking and/or use of any tobacco products is not permitted within 100 feet of the building.
- Sound levels must be controlled so that it does not interfere with other events or programs, inside and outside. If the sound level is too high, you may be asked to turn it down.
- The area(s) designated on the rental form will be the only area(s) which will be utilized by the rental group. (Men's and women's bathrooms are an exception.)
- Use of candles must be approved by Community Center staff PRIOR to the event.

### **ALCOHOL**

- Serving beer, wine and champagne is permitted (hosted bar), with a banquet permit, which must be posted for the duration of the event.
- All alcohol must stay within the designated rental area.
- Serving alcohol must stop at least one hour prior to your end rental time.
- Kegs must stay outside, and be served out of a plastic garbage can (we will supply).
- To maintain adequate security measures in light of the size and nature of the event, the City may schedule licensed security at the expense of the applicant. Fees for security will be determined at the time of rental application.

### **PERMITS & LICENSES**

All may be obtained at a Washington State Liquor board website and must be on hand during the event). The State requires a Banquet Permit (\$10 fee) to allow the service of alcohol at a private, invitation-only banquet or gathering in a public place (hosted bar). The State requires a caterer licensed to sell liquor "off premises" and alcohol be served by a licensed bartender for an individual to sell alcohol at a private event (no host bar). The City requires a caterer licensed to sell liquor "off premises" and alcohol be served by a licensed bartender any time hard liquor is served (tequila, rum, whiskey, vodka, etc.). The State will require a copy of your rental contract upon application for either a permit or license.

- Failure to comply with alcohol guidelines will result in immediate cancellation of your rental, and the forfeit of rental fees and damage deposit.

### **SET UP**

- Renter will set up and take down hall.
- Any decorating or additional set up for an event is the responsibility of the renter and must be done within the rental time period. This includes items used to decorate (scissors, string, etc.) Only ribbon or string may be used for attaching decorations. No tacks, tape, staples, wire or putty allowed. No confetti, glitter, throwing of rice or birdseed indoors or out. No releasing of balloons or animals such as doves or butterflies into the environment.

### **CLEAN UP**

- The renter will be responsible for taking down and removing all decorations (including balloons), disposing of all leftover food and beverage items, and taking all trash (including applicable outdoor areas) to the outside dumpster.
- If the kitchen is rented it must be clean (wipe off all counters & appliances, clean floors, turn off equipment). All spills must be cleaned up and wet mopped.
- The renter will be charged a cleaning fee of \$75 per hour if rental responsibilities are not completed.

## REFUNDS

- All cancellations must be received in writing.
- Cancellations made more than 60 days prior to rental will receive a full refund and 100% of damage deposit. A \$25 administrative fee will apply.
- Cancellations made 60 to 31 days prior to rental will receive 50% of the rental fee and 100% of the damage deposit. A \$25 administrative fee will apply.
- Refunds will not be issued for cancellations 30 days or less prior to the event. 100% of the damage deposit will be returned.

## DEPOSITS

- All Damage deposits are refundable if rooms are left in good condition.
- Good condition: no damage to the facility walls, floors, furniture or other items belonging to the community center. Room is to be left in condition it was found. All trash in tied trash bags or cans, all decorations cleared from the facility.
- Deposits are processed for refund the Wednesday following your event.
- Card refunds take 24 to 72 hours depending on your banking institution.
- Cash and Check refunds may take up to 4 weeks as a check must be cut through the city finance office and then sent to your address on file.

# Community Center Spaces

## COMMUNITY ROOM(S)

### Availability

Monday–Thursday, please inquire\*

Fridays, 5:00 p.m.–12:00 a.m.

Saturdays, 8:00 a.m.–12:00 a.m.

Sundays, 10:00 a.m.–12:00 a.m.

\*Requests outside posted times must be provided in writing and approved by Facility Services Coordinator.

## TERMS

- When using amplified sound, it must be approved in advance.
- Outdoor patio closes at 12:00 a.m. and amphitheater closes at 10:00 p.m.
- Groups must leave the building by 1:00 a.m. All activities must be completed by 12:00 a.m., and the last hour used by the rental group for cleanup.
- Groups will use the Community Wing entrance to the building.

## SCHEDULING

- Rental reservations for use of all three bays of the Community Room on Friday, Saturday and Sunday, are accepted up to one year in advance. Rental reservations for one or two bays of the Community Room on Friday, Saturday and Sunday are accepted up to three months in advance. Rental reservations for one to three bays of the Community Room on Monday through Thursday may be made up to one year in advance.
- There is a two hour minimum rental time.
- The kitchen has a separate rental fee and must be booked separately. The kitchen is only available to licensed caterers.
- Fee includes the patio outside your section of the community room, and the amphitheatre (when all 3 sections are booked).
- To avoid extra hourly rates being charged, your total event must not extend past 8 hours. The 8 hour limit must include your set up, time for the event, and your clean up.

## CATERING KITCHEN

- For Community Center use, or for events/activities associated with Community Center only.
- Available only to licensed caterers.
- The kitchen can be booked in conjunction with the Community Room/s, but must be booked separately with its own fee.
- Only one group can book the kitchen at a time.

- The kitchen is equipped with sinks, shelves; refrigerator with freezer, commercial dishwasher, standard oven, two convection ovens, four burner stove top, flat top grill, steam table, and microwave oven.
- Renter must supply utensils and cookware.

## CLIMBING PINNACLE

Pinnacle rentals can be booked based on availability. Please submit a private party interest form at least two weeks prior to event date.

## LEISURE & LAP POOL

Entire pool rentals can be booked based on availability. Please submit a private party interest form at least two weeks prior to event date. Please specify which pool you are interested in (lap or leisure side). **All children under 7 years of age must have an adult in the water within arms reach at all times.**

## CLASSROOM & SENIOR LOUNGE

### Availability

Monday–Thursday, please inquire\*

Fridays, 5:00 p.m.–12:00 a.m.

Saturdays, 8:00 a.m.–12:00 a.m.

Sundays, 10:00 a.m.–12:00 a.m.

\*Requests outside posted times must be provided in writing and approved by Facility Services Coordinator.

## ENTIRE FACILITY

- Entire Community Center rentals can be booked based on availability. All requests must be submitted in writing, at least six weeks prior to event date.
- Entire facility rentals will typically have access to the Community Rooms, Senior Lounge, Classroom, Party Rooms, Game Room, Lap & Leisure Pool (with appropriate staffing), Locker Rooms, Climbing Pinnacle (with appropriate staffing), and Gyms.
- Entire facility rentals will typically not have access to the Child Care Center, Preschool Rooms, or Fitness and Group Exercise Rooms. These areas can be rented with additional staffing fees.

***I have read and understand the facility rules.***

Print name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_