

FACILITY RENTAL APPLICATION



SeaTac Community Center
13735 24th Avenue South
SeaTac, WA 98168
ph: 206.973.4680 • fx: 206.973.4699
email: facilityrental@cityofseatac.com

Facility Requesting _____
Type of Activity _____
Rental Date(s) _____
Day of Week _____
Use Hours _____ a.m./p.m. to _____ a.m./p.m.
(NOTE: TIME PERIOD INCLUDES SET-UP AND CLEAN-UP.)
Estimated Attendance _____

Organization _____ Non-Profit Status Identification # _____

Person in Charge of Activity _____ Home Phone _____ Cell Phone _____

Address _____ City _____ Zip _____

Applicant (if different) _____ Home Phone _____ Cell Phone _____

Address _____ City _____ Zip _____

Refund of Security/Damage Deposit payable to _____

Address if other than above _____

Is event open to the public? Yes _____ No _____

Will admission or any other fees be collected either before or during the event? Yes _____ No _____ If yes, how much? \$ _____

Insurance: Yes _____ No _____ Insurance Company _____

ASSUMPTION OF LIABILITY: AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of the City and shall indemnify and hold harmless the City, agents, and employees from any and all such losses, damages and claims.

INSURANCE POLICY

For your protection, you may wish to obtain public liability insurance while using City property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agent or an insurance agent can assist you in obtaining this insurance. A copy of the insurance certificate should be filed with the City. The applicant acknowledges that the City (operator/owner), King County (builder), and the Port of Seattle (property owner) do not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain business interruption and property damage insurance covering such losses by the applicant.

Applicant's Signature **(SIGNATURE REQUIRED)** _____

_____ Date

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

In the event the applicant is a corporation, partnership, association, club, society, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of this agreement. The terms and condition, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac. I have read all of the attached printed rules and regulations for use of the City of SeaTac's facilities. I understand and plan for the group I represent to apply to all the above printed rules and regulations.

NO HELIUM BALLOONS! Subject to loss of deposit.

Applicant's Signature **(SIGNATURE REQUIRED)** _____

_____ Date

FOR OFFICE USE

SECURITY/DAMAGE DEPOSIT REQUIRED: \$ _____ Date Paid: _____ Receipt #: _____

RENTAL FEE _____ hours X \$ _____ (rate) = \$ _____

_____ hours X \$ _____ (rate) = \$ _____

EQUIPMENT RENTAL Items: _____ \$ _____

TOTAL RENTAL FEE \$ _____ Due by _____ (date) Date Paid: _____ Receipt # _____

SECURITY/DAMAGE DEPOSIT REFUNDED: Date Processed _____ Amount \$ _____

RULES AND REGULATIONS FOR USE OF CITY FACILITIES

FEES- The security/damage deposit must be paid at the time the application is approved. Payment for the user fees must be paid at least fourteen (14) days prior to the activity. If a Banquet Permit is required, a copy must be provided at time of payment. Reservations for facility uses will be taken no more than one year prior to the event. The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facilities, property of the City which was damaged in connection with the activity, meeting or event for which the facility was rented, regardless of who actually caused the damage. Payment for such damages shall be deducted from the security/damage deposit; the additional amount shall be paid by the applicant to the City within thirty (30) days after receipt of bill for that amount. The rental rate for City facilities where two or more rooms are being rented simultaneously shall be twenty-five percent (25%) off of the least expensive room(s).

CANCELLATION/NON-PERFORMANCE- For the Banquet Room: \$100.00 of the rental deposit is forfeited if the event is cancelled regardless of the amount of notice given. If the applicant fails to provide at least 60 DAYS notice of cancellation, \$250.00 of the rental deposit is forfeited. If the applicant fails to provide at least 30 DAYS notice of cancellation, the entire rental deposit shall be forfeited to the city. All other rooms: 100% of the deposit is forfeited if the event is cancelled regardless of the amount of notice given. If for any reason beyond its control, including, but not limited to strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, City activities, commodities, or supplies, acts of war or acts of God, the City is unable to perform its obligations under this agreement, such non-performance is excused and the City will terminate this agreement without further liability of any nature, upon return of the applicant's deposit. In no event will the City be liable for consequential damages of any nature for any reason whatsoever, if, for any reason, the space reserved hereunder is not available for the event. The City may substitute, at its discretion, other space in the City at least comparable in quality to the space reserved, and if the applicant agrees to accept such substitution. The City reserves the right to reject any application for use of its facilities and to cancel approved facility use permits and refund the unearned portion of any fee paid when it is deemed that such action is in the best interest of the City, provided, however, that where the City cancels a previously approved application for City facility use, the City shall endeavor to provide notice to the applicant of the cancellation as soon as reasonably feasible. The City reserves the right to reject any application when it believes that use might result in undue wear and tear or that such use would be more appropriately housed in a commercial or other non-city facility.

FACILITY USES- Application forms for use of City facilities shall be submitted to the Recreation Coordinator, who shall determine the appropriateness of the use. City functions shall have priority over community requests for facility use. Uses of the same priority shall be prioritized on a "first come first served" basis. Use of facilities will not be granted when the primary is for private or commercial gain or for commercial advertising purposes. This provision does not restrict the rental of City facilities to commercial businesses for meetings, lectures, conferences, banquets and other uses so long as the primary purpose is not for commercial gain. The use of facilities shall not be granted for political purposes. Use of City facilities will not be granted for any meeting at which admission is charged or a collection of money taken, unless all such funds are to be used to cover the costs of the meeting and/or for bona fide charitable purposes, in which case, the applicant shall be obligated to provide to the City adequate documentation to establish that charges will cover costs only and/or that charges will be used for bona fide charitable purposes. Facilities used shall be limited to those specified on the approved application. All applicants shall be responsible for making sure that the occupancy capacity of the facilities being rented shall not be exceeded.

OPERATION OF BUILDING- The patron agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the designated vacate time. The applicant further agrees to reimburse the City for any overtime wage payments, other expenses or damages incurred by the City because of the applicant's failure to comply with City regulations. In connection with the rental or use of any City facility, the City reserves the right to have representative(s) present, and to enforce any requirements of those rules and regulations or other state or local rules. All youth under the age of fourteen (14) need to be supervised by an adult when in the lobby of the SeaTac Community Center. Cooking will not be allowed in any facility other than in the kitchen area of the SeaTac Community Center or Valley Ridge Community Center. Use of a gas barbecue is permitted in conjunction with Banquet Room rental. Barbecue use is restricted to the patio area outside the Banquet Room only. Food or drink will be allowed only in the rooms rented which include Arts & Crafts, Multi-Purpose, Banquet Room, and the Valley Ridge Community Center. If the rental of the SeaTac Community Center Banquet Room (Room 105) is to include the kitchen, and is for a banquet purpose, no other permission needs to be obtained other than approval of the rental application. There is an eight-hour minimum when renting the banquet room on Saturday and a five-hour minimum when renting the banquet room Sunday through Friday. All other rooms have a two-hour rental minimum on any day.

ALCOHOL/SMOKING POLICY- Alcoholic beverages are allowed in the SeaTac Community Center Banquet Room only, provided that the applicant obtain a banquet permit in connection with the application. Consumption of hard alcohol requires a licensed bartender and prior approval from the Recreation Coordinator. Applicants will be subject to a penalty and/or fine, if open containers of alcohol are brought into the lobby of the SeaTac Community Center or outside of the facility. The applicant will be responsible for providing the City with a copy of such banquet permit. The City does not permit the serving of alcoholic beverages to anyone under the age of twenty-one(21), or to any individual who is currently inebriated in accordance with Washington State Beverage Control Regulation. The applicant understands and agrees to abide by this policy and to uphold the laws of the State of Washington. Smoking is not permitted in any of the City's facilities or within 25 feet of the building and maybe subject to a penalty and/or fine.

DECORATIONS- The use of candles or any other open flames are strictly forbidden. The use of rice, birdseed, confetti, dance wax and any other similar materials is not permitted within any of the facilities. Masking tape and scotch tape are permitted on everything but the walls. No decorations are allowed which would damage or discolor facility. Decorations must be flameproof.

CLEAN-UP POLICY- The applicant will be responsible for removal of all decorations, removal of any items of property brought to the facility, and removing all trash or depositing all trash in appropriate receptacles on city facility property. Appliances and items of equipment used in connection with kitchen facilities shall be cleaned, using soap and water only. All floors and counters of facilities rented shall be cleaned, using soap and water only. All spills must be cleaned up and wet-mopped, using water only, and then dry-mopped. Cleaning equipment shall be located within the facility. All City tables and chairs must be stacked and put back in proper storage area. Prior to leaving facility, the user group shall be responsible for cleaning and placing in order all areas used by them.

SECURITY GUARDS/ CHAPERONS- If required, in sole judgment of the City, in order to maintain adequate security measures in light of the size and nature of the event, the applicant shall provide, at its expense, security personnel for the event supplied by a reputable licensed guard or security agency doing business in the City of SeaTac or King County. The guard or security agency shall be subject to prior approval of the City. Adult chaperones are required for youth activities at a ratio of one chaperone for every 20 youth attending. A list of chaperons must be submitted to the Community Center staff at least two weeks prior to the event. An applicant may be required to hire special security for an event.

ADVERTISING AND PROMOTION- The City of SeaTac reserves the right to approve in advance any advertising of any kind that utilizes the City's name or logo. Please submit any promotional materials to the City prior to the planned production of any such materials.

RENTAL CLEAN-UP CHECKLIST

- Chairs - stacked in stacks of 10 and returned to proper storage
- Tables - wiped down and returned to proper storage area
- Trash - removed trash and deposited in dumpster located outside kitchen door
- Floors - wiped up any spills and dry mopped
- Appliances - clean any appliances used (stove, oven, convection oven, refrigerator, freezer, microwave)
- Patio - pick up garbage and sweep
- Damage - checked for damage to walls, floors, appliances, equipment
- Equipment or supplies left in proper location

Was room left in satisfactory condition? Yes No

List any damage/problems _____

Did renters vacate room on time as listed on application? Yes No

If room was vacated late, how late? _____

Comments: _____

Inspected By _____ Date _____ Time _____

Renter Signature _____ Date _____ Time _____

Signature of staff does not waive liability of renter for items damaged or missing.