



Facility Rental Application
Duvall Parks & Recreation
 www.duvallwa.gov

Depot Building
 26227 NE Stephens St.
 Duvall, WA 98019
 Phone: 425.788.3434
 Fax: 425.788.8097
 alana.mccoy@duvallwa.gov

EVENT INFORMATION:

Date(s): _____ **Time(s):** _____ **Type of Activity:** _____

Adults Estimated Number: _____ Minors Estimated Number: _____ Occupancy not to exceed 48

No Alcohol permitted

Will there be music? Yes No Will there be food / drink? Yes No

**Children's Parties including Birthday parties are not an allowed use in this facility.*

CONTACT INFORMATION

Organization: _____ Contact: _____

Address: _____ City: _____ Zip: _____

Phone _____

Day: _____ Evening: _____ Email: _____

OTHER:

Non-Profit Status Identification Number (UBI): _____ Please attach copy of 501c3

Is event open to the public? Yes No

Will fundraising or product sale take place? Yes No

If yes please describe: _____

RATES:

Non-Profit: \$10 per hour for meetings and activities without sale of product.
All Others: \$20.00 per hour for all other meetings, activities, events.
Damage Deposit: \$250.00 secured with a check or to be determined by City Staff.

Payments to be made at City Hall. The key for the Depot Building must be picked up at City Hall during office hours, 8:30 am – 4:30 pm at 15535 Main Street NE. A full refund of the damage deposit will be issued upon return of the key and inspection of the Center.

If you have any questions please call the facility scheduler at 425.788.3434 ext. 230.

*****I have read and agree to the DEPOT BUILDING RENTAL POLICY*****

Applicant / User's Signature: _____ Date: _____

For Official Use Only
Do Not Write Below This Space

Deposit Received: Yes No Amount: _____ Payment Received: Yes No Amount: _____

Hourly Rate: _____ No. of Hours: _____ Fees Paid: _____ Insurance: _____

Security Requirement: Yes No Kitchen Training Yes No Damage: Yes No

Single Date: Multiple Dates: Repeat Request:

DEPOT BUILDING RENTAL POLICY

1.0 PURPOSE

To establish a policy for facility rentals at the Depot Building, 26225 NE Stephens Street, Duvall, WA 98019.

2.0 POLICY

All Depot Building facility rentals are to be in accordance with the following policies:

2.01 Facility Usage Priority

The primary use of the Depot Building is as a community meeting/training center. The following is a prioritized list of users:

- A. Non-Profit Training/Seminars/Meetings
- B. For-Profit Training/Seminars/Meetings
- C. City Activities
- D. Arts Activities/Organizations
- E. Senior Activities
- F. Civic Groups
- G. Religious Institutions and purposes (to include memorials, weddings, small receptions)
- H. Sales of Products

**Children's Parties including Birthday parties are not an allowed use in this facility.*

In the event of a scheduling conflict, City-sponsored or co-sponsored public meetings, public events, public activities and organizations that have a contractual relationship with the City take precedence over non-City sponsored events or activities.

2.02 Right of Refusal

The City reserves the right to limit or deny rental of City facilities due to incompatibility of the rental request with the City's facilities, inconsistency with this policy, or for other similar reasons.

2.03 Non-Discrimination

The City does not discriminate on the basis of race, creed, color, national origin, religion, gender, marital status, age, sexual orientation, political affiliation, or sensory, mental or physical disability.

2.04 Non-Endorsement

Permission to use City facilities does not constitute an endorsement of a group's philosophies, policies or beliefs.

2.05 Liability

- A. The applicant agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands, losses, actions and liabilities, including costs or attorney's fees, to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with the facility rental agreement to the extent caused by negligent acts, errors or omissions of the applicant, or by the Applicants' breach of this agreement.
- B. The City is not responsible for lost, stolen or damaged items.

2.06 Special Conditions

The City reserves the right to add requirements or restrictions, including the payment of an additional damage deposit as a condition of the rental.

2.07 Facility Rental Fees

- A. Non-Profit: \$10.00 per hour for meetings and activities without sale of product.
- B. All Others: \$20.00 per hour for meetings, activities, events.
- C. Damage Deposit \$250.00 for every user – secured with a check. Please see 3.02 for exceptions.
- D. City-sponsored events or activities do not require facility rental fees or a deposit. An application and approval of such application is also required of such uses.

2.08 Cancellation

- A. The City reserves the right to close a facility or cancel a rental at anytime due to an emergency, severe weather, situations that may result in facility damage or personal injury or for any other reason deemed necessary by the facilities manager.
- B. A full refund will be issued for City-initiated cancellations.

2.09 Policy Violation

Violation of these policies may result in the immediate termination of the rental or the usage agreement with or without a refund.

2.10 Policy Interpretation

The facilities manager shall make any necessary interpretations of this policy.

3.0 PROCEDURE

3.01 Facility Reservations

- A. Scheduling of the Depot Building facility is done through the Public Works Department, 14701 Main Street NE. Business hours are 7:30 am – 3:30 pm, (425) 788-3434.
- B. An application for use of the facility must be made by a person eighteen (18) years of age or older. The applicant, the person signing the application, is responsible for ensuring compliance with this policy.
- C. Rental requests are subject to availability and may be reserved during the following times:
 - Monday – Sunday 7:00 am – 10:00 pm
- D. Rentals: Rentals for one specific date only can be reserved up to 6 months in advance of rental date.
- E. Long-term rentals: Reservations may be made up to 12 months in advance for a block of time on a given day(s) on a regular basis.
- F. A minimum of 2 days notice is required for all reservation requests.
- G. Reservations are confirmed and the rental date and time are secured once the rental application has been approved and the damage deposit and fifty percent (50%) of the rental fees have been paid. Long-term rentals will pay 50% of each month's fee one month in advance on a monthly basis. The remaining 50% is due prior to the first usage of the facility in a given month.
- H. The facility is reserved by the hour.
- I. All reservation requests are subject to review and approval by the facilities manager.

3.02 Damage Deposits

- A. All rental groups except the following shall pay a damage deposit:
 - i. City-sponsored rentals.
 - ii. Rentals for meeting space for less than 30 attendees and for which no food or beverages are served. Meeting rentals reserving the facility for long-term use are subject to the damage deposit.
- B. Damage deposits are fully refundable provided the following conditions are met:
 - i. The rented facility is left in a clean and orderly manner.
 - ii. The facility was not damaged as a result of the rental.
 - iii. Use of the facility did not exceed the scheduled reservation time.
 - iv. All facility equipment is accounted for and not damaged or broken.
 - v. All rules/guidelines governing rental use of the facilities were met.
- C. If all conditions are met to the satisfaction of the City, a refund will be processed within four (4) weeks of the rental date. If the conditions are not met to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be charged to cover any additional costs.
- D. Appeals regarding the decision to withhold all or a portion of a damage deposit shall be directed to the Finance Director.

3.03 Rental Cancellations

- A. Cancellations made with less than two (2) weeks notice will not be refunded except under extraordinary circumstances as determined by the facilities manager.
- B. Appeals regarding the application of a cancellation fee shall be directed to the finance director.

4.0 GENERAL REGULATIONS

4.01 Food and Beverage Service

- A. Alcohol is not permitted at the Depot Building.
- B. Food is permitted at the Depot Building.
- C. Equipment available is a small kitchen including electric stove, refrigerator, sink and a small counter area.
- D. Tables must be covered when used for events. **Covers to be provided by applicant.**

4.02 Set-Up

Room set-up is the responsibility of the applicant. Set-up time must be included in the rental reservation. Rental groups will not be allowed early access to the facility. Equipment available includes Ten-6 foot long table, 40 chairs, and small kitchenette with sink, refrigerator and stove.

4.03 Clean-Up

- A. At the conclusion of the rental, all personal items must be removed from City facilities. Rental groups are not allowed to store items in City facilities.

- B. The rental group is responsible for cleaning the facility. City staff will provide cleaning equipment and supplies. A staff person will conduct a post-event inspection after the event. The following items must be addressed to avoid additional charges:
 - i. All City equipment shall be cleaned and returned to the proper storage location. This includes vacuuming, sweeping, and wiping down counters and equipment if needed.
 - ii. All decorations and personal items shall be removed from the facility.
 - iii. All garbage cans shall be emptied and re-lined. Garbage shall be deposited in the outdoor garbage receptacle.
- C. 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.

4.04 Decorations

- A. Freestanding decorations are permitted.
- B. Items may not be affixed to the ceiling, doors, columns, walls, light fixtures, or windows.
- C. Rice, birdseed, confetti, glitter and dance wax are prohibited.
- D. Damage resulting from the use of hooks, nails, push pins, staples, tape, or other adhesives will result in the loss of all or a portion of the damage deposit.

4.05 Smoking

Smoking is prohibited inside the Depot Building.

4.06 Animals

Animals are prohibited inside the Depot Building. This restriction does not apply to licensed or certified service animals.

4.07 Other Policies

- A. The facility is near a residential neighborhood. Noise generating uses may be limited.
- B. No organization may use the Depot Building as its permanent meeting place without the approval of the City. No organization may use the Depot Building address as its mailing or shipping address.
- C. To promote the accessibility of the Depot Building to a wide variety of community organizations, the City may limit the number of meetings or activities for any particular organization.
- D. Attendance shall not exceed the posted 49 person capacity of the Center.

5.0 DEFINITIONS

Applicant: Refers to individuals or groups reserving a facility and specifically to the person completing a facility usage/rental application.

City Co-Sponsored: City provides funding or in-kind services in the support of a program, activity, special event or meeting.

City-Sponsored: City funded, operated and managed programs, activities, special events or meetings. Programs of city appointed boards and commissions are considered city-sponsored.

Commercial: Individuals, groups or businesses engaged in profit making activities that charge admissions, class fees, sell tickets, food or other items, solicit funds or donations, offer other money-making activities or promote a commercial business. For the purposes of allowed uses at the Depot Building, commercial uses do not include sales of a product unless such sales are incidental to a scheduled workshop or class.

Long-Term Rentals: Rentals that book a consistent day and time for three (3) or more consecutive months.

Resident: Individuals whose primary address is within the City limits of the City of Duvall.