CITY OF PACIFIC
COMMUNITY CENTER
GYMNASIUM, EASTROOM AND
SENIOR CENTER
RENTAL PACKET

100 3RD Avenue Southeast
Pacific, Washington 98047
(253.653.1608 Phone)
(253.939.6026 Fax)
jofutch@ci.pacific.wa.us
(253.929.1153)
dthach@ci.pacific.wa.us
APPLICATION FOR USE OF CITY FACILITIES

Date ___________________
Staff Person ______________

APPLICANT _____________________ DRIVER’S LIC. # __________________

NAME OF PERSON IN CHARGE (MUST BE 21) ___________________________

PHONE # (w) __________________ (h) ______________________________

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 CLEAN UP CHECK LIST

1. Floors and rugs clean and free of debris. ____
2. Tables and chairs clean and free of debris. ____
3. Kitchen counters clean. ____
4. Garbage cans need to be emptied. Please use dumpster located in back parking lot. ____
5. All decorations and supplies from event removed. ____
6. Room put back to original configuration. ____
7. Please remove all food brought in for event from refrigerators. Leave stove and ovens clean and ready for use. ____
8. Make sure all appliances are turned off. ____
9. All windows and doors must be closed and locked, all lights must be turned off. ____
10. The person in charge shall be the last to leave. It’s your responsibility to secure the facility. ____
11. Key must be returned to Rental Office the first weekday following the facility use, or to the designated location. ____

Comments: ______________________________________
________________________________________________
________________________________________________
________________________________________________

Signature of renter     Date
PACIFIC COMMUNITY CENTER RENTAL

Reservations

To make reservations, please visit the Pacific Community Center Monday through Friday between the hours of 9:00 am - 12:00 pm and 1:00 pm - 5:00 pm. You may also reach us at 253.929.1155. Senior Center hours are Monday through Friday 8:30-4:30 or call 253.929.1150.

Rental reservations are taken on the first come first serve basis. Reservations cannot be finalized until payment is made in full. Payment is the total hours the renters will occupy the building as well as the damage deposit.

All applications must be verified and approved by the Director of Program Manager.

DAMAGE DEPOSIT RULES, CANCELLATION RATES

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 to the satisfaction of the City, an appropriate fee will be deducted from the damage deposit. If necessary, rental groups will be
charged for any additional costs. Please allow 7-10 business days for the damage deposit to be returned.

**Cancellations**

- Cancellations made at least one month prior to the event will result in no cancellation charge.
- Cancellations made with less than a two-week notice will result in a cancellation fee of $100.00

**NOTE:** The Pacific Community Center reserves the right to change or cancel any part of a rental agreement and the related scheduled activity.

**Gymnasium & Eastroom Combination (2 Hour Minimum)**

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<th>Deposit</th>
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<td>$250.00</td>
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<td>Non Resident $50.00/hr</td>
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**Gymnasium**

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**East Room**

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**East Room**

- Use of Kitchen $25.00 Flat Fee

**Senior Center**

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**Key System**

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. **No cooking is allowed on the premises.** All food must be pre-prepared by the rental group or catered.
Senior Center only: the 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.

**Loading, 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.

Alcohol Consumption
Selling alcohol in the Pacific Community Center is prohibited. Rental groups wishing to serve and consume alcohol at an event hosted at the Pacific Community Center must:

- Procure and maintain for the duration of the use or rental period General Liability insurance, which must include host liquor liability, in the amount of $1,000,000 each occurrence. The City of Pacific must be named as an additional insured on the policy.

- Obtain a Banquet Permit from the Washington State Liquor and Cannabis Board and abide by all permit requirements.

- Attendance at the event must be by invitation only, and may not be open or advertised to the public.

Smoking
The Pacific Community Center is a smoke free and tobacco free facility. Therefore, smoking, chewing, etc. is prohibited inside the facility. Smoke outside of the facility in designated areas only.

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. A copy of the business license must be on file with the rental application 7 days prior to the scheduled event.
Business Licenses may be obtained by contacting the City Clerk Office at City Hall (253 929 1100). See attached business license application.

**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. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance.

**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).

**Misuse of Facility**

The misuse of a 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.