

Pullman Parks & Recreation

Pullman Recreation Center: 190 SE Crestview St, Bldg B, Pullman, WA 99163
509-338-3227 recreation@pullman-wa.gov

Pullman Recreation Center Facility Rental Application/Agreement

Name of applicant/organization: _____

City Dept. _____ For-profit Non-profit; Tax exempt number: _____

Event Planner Name: _____ E-Mail: _____

Person in charge: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Phone #1: _____ Phone #2: _____

Alternate Contact: _____ E-Mail: _____

Phone #1: _____ Phone #2: _____

One time only Weekly Monthly Sun Mon Tue Wed Thurs Fri Sat

Date of Event: _____ Begins: _____ am pm Ends: _____ am pm

Activity: _____ Estimated attendance: _____ Ages: _____

Will beverages be served? Yes No Will food be served? Yes No

Will items be available for sale? Yes No Proceed use for what purpose? _____

Does applicant/organization carry Comprehensive Liability Insurance? Yes No Staff Initial _____

Amount: \$ _____ Insurance Co. Name: _____

(Copy of insurance naming the City of Pullman as additional insurer may be required)

Room(s) requested (fee listed is for-profit rate, contact office for non-profit rate):

100A, Multi-Purpose (\$35/hr) 100B Multi-Purpose (\$25/hr) 100A-B Multi-Purpose (\$50/hr)

101, Kitchen (\$30/hr) 103A, Activity Room (\$35/hr) 103D, Senior Dining (\$35/hr)

103A-D Senior Center (\$60/hr) 111, Gym (\$30/hr, athletic) 208, Classroom (\$30/hr)

218, Conference (\$25/hr) Deposit required \$ _____

Other _____ \$ _____

City Equipment to be used by applicant: Easel _____ (3 max) Portable podium/P.A. (\$25)

Wireless Keyboard/mouse (\$25) Gym floor covering (\$100) Coffee Service (\$25) No. _____

For Official Use Only:

Date application received: _____ Date facility reserved: _____ Outlook Cal. _____

Deposit: Yes No Deposit Amount: \$ _____ Receipt No: _____

Staff Contact: _____ Facility Attendant(s): _____

Refund Amount: \$ _____ Approved by: _____ Date: _____ Receipt No: _____

PRIORITY I GROUPS: City, Senior, and Youth Programs sponsored by the City of Pullman and Pullman School District – No Fee Use

PRIORITY II GROUPS: All other groups – Fee required

- **REQUEST:** All rentals application must be submitted to Parks, Facilities, & Recreation at the Pullman Recreation Center, 190 SE Crestview St-Bldg B, Pullman, WA 99163.
 - Request for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential use by Priority I Groups.
 - Pullman Recreation Center cannot be reserved without a completed application and payment received at the time of booking. Advanced reservations may be limited by staff, in consideration of Priority I potential use.
 - Requests for rooms, which are normally assigned to senior agencies or public access, must receive special approval.
 - Commercial organizations from outside the City of Pullman will not be allowed use of the facility, if their intended use is considered to be in competition with local enterprise.
 - Rooms must be booked for a minimum of one hour, Monday-Friday, 8:00am-5:00pm, a minimum of two hours after hours or on weekends.
- **REIMBURSEMENT:**
 - I agree to pay any additional fees for use beyond original paid reservation. _____(initial)
 - Applicant agrees to reimburse Parks, Facilities, & Recreation for any damage that results in repair to City property resulting from the Applicant’s use under the terms of the Permit. _____(initial)
 - Groups are responsible for any damage or breakage of equipment at replacement cost. _____(initial)
- **CLEANUP OF CITY PROPERTY:** The Applicant is responsible for clean-up of all City of Pullman premises utilized under the terms of this permit.
 - Clean-up includes wiping surfaces, cleaning spills, bagging and pickup/remove garbage, and turning off all lights resulting from the Applicant’s use of city properties as needed and complying with any other directions given by the staff of Parks, Facilities, & Recreation Department. _____(initial)
- **NON-DISCRIMINATION REQUIREMENT:** The Applicant agrees that, during the use of this Parks, Facilities, & Recreation facility, _____(Name of Organization/Applicant) will not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person’s race, color, national origin, age, or handicap.
- **EMERGENCY ACCESS:** Applicant agrees to maintain clear access across city property for emergency personnel throughout period of use of premises under the permit.
- **SMOKING/ALCOHOL:** Smoking, tobacco, and alcoholic beverages are not allowed within the facility at any time. _____(initial)
- **INSURANCE:** If required by the Parks, Facilities, & Recreation, Applicant agrees to supply proof of Commercial General Liability Insurance in the amount of \$ _____combined single limits per occurrence, prior to some rentals. (Check with Recreation Staff on requirements). A copy of the endorsement naming the City of Pullman as an additional insured must be attached to the Certificate of Insurance.
- **REFUNDS:** Refunds will be given according to facility policy.
- **PHOTO:** I grant full permission to use any photographs, videotapes, motion pictures, recordings, or any other record of this program for any City of Pullman informational or promotional use. _____(initial)
- **HOLD HARMLESS:** To the maximum extent permitted by law, Applicant agrees to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Pioneer Center Lease agreement, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives. _____(initial)
- **CERTIFICATION:** The Applicant 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 has received and will observe the City’s policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility. _____(initial)

Applicant _____ Date _____