



City of University Place Facility Rental Application

This application will not be processed nor will the facilities be reserved until this form has been completed and approved by the City of University Place and **ALL FEES AND DEPOSITS ARE PAID IN FULL. Event will be cancelled if insurance is not in at least 15 days prior to the event date.**

Fees and Deposits are subject to change at any time.

APPLICANT INFORMATION

Today's Date _____ **Please Print Legibly:**
Applicant _____ Group/Sponsor _____
Address _____ Drivers License # _____
City _____ Zip _____ Phone: Home _____ Work: _____

RENTAL ROOM INFORMATION

Room(s) to be used:

Rental Date _____ Start Set-up Time _____ Start Event Time _____ End Clean-up Time _____ **TOTAL HOURS COMBINED**
 Senior/Community Center 564-1992 | **Town Hall Room** 566-5656
2534 Grandview Drive West | 3715 Bridgeport Way West

Food: Yes No If yes, explain _____ With Kitchen Without Kitchen

Will alcohol be served? Yes No (If yes, Banquet Permit and additional \$150 deposit are required)

Banquet Permit attached? Yes No

FUNCTION

Wedding Reception Meeting Social Dance Party Other _____

Admission status (check all that apply):

Member only Invitation only Open to public Donation Fee Free

(Estimated number of guests:) Adults _____ Minors _____ (See back for occupancy limits)

List types of advertising for your event (i.e. wedding invitation, radio, flier, etc.): _____

Music: None Band DJ Karaoke Other _____

Type of supervision _____

Clean-Up: The following person has agreed to supervise the clean up of our event, and will leave if requested, with the staff on duty that night. **Name** _____ **Phone #** _____

Security Required (_____ per hour) Established by City.

Other Conditions specific to rental (Check with Facility Supervisor for specific agreements pertaining to your rental not addressed in this application.)

City Approval Signature for above Conditions _____

Acknowledgement: The undersigned Applicant hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules provided in the attached City of University Place Facility Usage form of which Applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of University Place employees, agents, volunteers and the City of University Place from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury, death or property damage arising from, or connected with the use of the premises. ***Fees and Deposits are subject to change at any time.***

By signing, Applicant hereby acknowledges that the Applicant has reviewed the information on both sides of this Agreement.

Applicant's Signature _____ Date _____ Approved by _____ Date _____

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**CITY OF UNIVERSITY PLACE
FACILITY USAGE**

1. **ABSOLUTELY NO CHECKS WILL BE ACCEPTED 15 DAYS PRIOR TO AN EVENT.**
2. **Rental Payment:** 100% of the rental fee and deposits are due at the time of application. Application will not be accepted without rental fee and deposits paid in full. Personal identification must be provided before rental will be approved. Make checks payable to the City of University Place.
3. **Damage/Cleaning Deposit:** A damage deposit of \$250 is due at time of application and, whether paid by check or cash, will be deposited by the City of University Place. Returnable portion of damage deposits will be refunded by check up to approximately three weeks following the rental.
4. **Certificate of Insurance** is required before any facility may be rented when the renter is serving alcohol or providing a caterer. The Certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage and it must name the City of University Place as an additional insured. A Certificate of Insurance can be obtained from your insurance agent. You may also purchase the necessary insurance through the City's provider. Please contact us for the application. Your event will be cancelled due to failure of turning insurance in at least 15 days prior to your event,
5. **Requests for cancellation of facility permits must be received in writing.** When notice is received 61 or more days prior to the scheduled rental date, a full rental fee, less administrative fee of \$25 will be refunded. When notice is received 31 to 60 days prior to the scheduled rental date, one half of the rental fee, less an administrative fee of \$50, will be refunded. **No refunds will be made when notice of cancellation is received 30 days or less prior to the rental date.**
6. **Alcohol (Liquor):** Rentals with alcohol allowed must be approved with application. Alcohol may only be served and/or consumed in rooms rented and cannot be served and/or consumed outside the building. A banquet permit must be obtained (take copy of rental agreement) from a Washington State Liquor Store if liquor is to be served and/or consumed. A copy must be given to the facility no less than 15 Days prior to the rental. An additional \$150 deposit will be charged for events involving alcohol and are due at time of application. Returnable portion of damage deposits will be refunded by check up to approximately three weeks following the rental.
7. **Use of Building:** If rental group leaves before designated time, they will forfeit the rental fee paid for the remaining time. Must give 48 hours notice prior to event if additional hours are desired past the designated time, an hourly rate as outlined on the fee schedule will be charged. All alcohol activities must end at 1:00 AM. Only rooms listed on rental application (and restroom facilities) are to be used. All tables and chairs must remain inside the building. Use of any open flame or non-fireproof materials is not permissible. Smoking is prohibited within 25 feet of doorways and in all City of University Place facilities.
8. **Set-up and Clean-up:** Rental groups are responsible for set-up and clean-up and **do pay for those hours.** Clean-up includes **GARBAGE REMOVAL**, sweeping, mopping, vacuuming, restaging tables and chairs, etc.
9. **DAMAGE/DAMAGE DEPOSIT:** Users of City facilities are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged. Up to a 15 percent (15%) administrative charge may be added to actual expenses. In addition, a \$20 per hour staff person fee will be charged against the deposit for repairs or additional cleaning that is required as a result of an event. **The City of University Place is not responsible for personal items lost or stolen from facilities.** Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the user will be assessed the additional amount. Failure to pay the additional amount bars the applicant from any further use of the facility.
10. **Security:** Certified security is required if deemed necessary by the City. Security is required at facility if liquor is served and/or admission is charged and/or the event is open to the public. Security may also be required at the discretion of the Facility Supervisor. All security is the responsibility of the applicant.
11. **Applicant:** Must be an adult as recognized by the State of Washington (18 years or older), and willing to be financially responsible for the rental of the rental room applied for. Insurance must be in the applicants' name.
12. **Capacity:** Town Hall Room: Perimeter Seating—Up to 200; **OR** Table Seating—Up to 100; Senior/Community Center: Max Occupancy: 88, **OR** Table Seating: 75.

PLEASE READ ITEMS 1 THROUGH 12 ABOVE AND INTIAL HERE TO ACCEPT TERMS _____

RENTERS' CHECK LIST

Rental Fee \$ _____ Damage/Cleaning Deposit \$ _____ Alcohol Deposit \$ _____ Receipt # _____
Provide Certificate/proof of Insurance with City of University Place named as additional insured. _____

PLEASE READ THE FOLLOWING LIST TO BETTER HELP YOU UNDERSTAND WHAT IS EXPECTED OF YOU AT YOUR EVENT. AFTER READING PLEASE INITIAL NUMBER 20 BELOW TO ACCEPT THE TERMS.

PLEASE OBSERVE THE FOLLOWING:

1. YOU ARE RESPONSIBLE FOR EVENT SET-UP AND POST EVENT RESTAGING.
2. MAKE SURE THAT YOU WIPE-OFF ALL TABLES AND CHAIRS BEFORE PUTTING THEM BACK. IF YOU NEED ASSISTANCE IN REMEMBERING HOW THEY ARE ARRANGED, PLEASE ASK THE ATTENDANT.
3. DO NOT PUT TAPE OR ADHESIVE ON FLOOR OR CARPET; THEY LEAVE RESIDUE THAT WILL NOT COME OUT UNLESS PROFESSIONALLY CLEANED, DUE TO CHEMICALS THAT ARE USED TO PRESERVE THE FLOOR AND THE CARPET.
4. DO NOT ALLOW GUESTS INTO THE STORAGE ROOM UNLESS SETTING UP OR CLEANING UP. THIS ROOM IS NOT INTENDED TO BE A COAT ROOM, CHANGING ROOM, OR GATHERING ROOM.
5. REMIND YOUR GUESTS TO SUPERVISE THEIR CHILDREN AT ALL TIMES. LOITERING IN OTHER PARTS OF THE BUILDING AND RUNNING UP AND DOWN HALLS IS NOT ALLOWED.
6. SMOKING IS PROHIBITED WITHIN 25 FEET OF BUILDING ENTRANCES.
7. USE OF ANY OPEN FLAME OR NON-FIREPROOF MATERIALS IS NOT PERMISSIBLE.
8. ALL TABLES AND CHAIRS ARE TO REMAIN INSIDE THE BUILDING.
9. ALCOHOL MAY BE CONSUMED IN THE TOWN HALL OR ON THE PATIO ONLY. ALL OTHER FOOD AND DRINK MUST BE CONSUMED WITHIN THE TOWN HALL, KITCHEN, OR PATIO, NOT IN THE LOBBY OR RESTROOMS.
10. CONTACT THE ATTENDANT WHEN A SPILL OCCURS SO THAT IT MAY BE CLEANED UP RIGHT AWAY. IF A STAIN APPEARS, YOU WILL BE CHARGED ACCORDINGLY.
11. WIPE OUT THE REFRIGERATOR AFTER REMOVING ALL LEFT-OVER ICE AND FOOD
12. REMOVE ALL GARBAGE TO THE FAR DUMPSTER IF NECESSARY (AS ADVISED BY THE ATTENDANT.)
13. BREAK DOWN ALL CARDBOARD BOXES.
14. PLEASE DO NOT LEAVE APPLIANCES PLUGGED IN WHILE UNATTENDED.
15. TO ADJUST THE HEAT OR AIR, PLEASE ASK THE ATTENDANT FOR HELP.
16. YOU MAY USE THE LUNCHROOM FOR STORING YOUR BOXES, ETC. DOOR WILL BE LOCKED DURING EVENT.
17. DO NOT LEAVE VALUABLES UNATTENDED. WE ARE NOT RESPONSIBLE FOR STOLEN PROPERTY.
18. WE DO NOT LEND OUT THE FOLLOWING:- Move to top for pre event info
EXTENSION CORDS TAPE STAPLERS LADDERS
KITCHEN TOWELS PINS MARKERS CLEANING SUPPLIES
19. WE DO, HOWEVER, PROVIDE FOR YOUR CONVENIENCE, THE FOLLOWING: -
2 – 33 GALLON GARBAGE CONTAINERS WITH LINERS
VACUUM CLEANER
PODIUM
20. PLEASE INITIAL HERE TO ACCEPT THE TERMS ABOVE _____

SHOULD YOU HAVE ANY QUESTIONS, PROBLEMS, OR CONCERNS ABOUT THIS LIST, NOTIFY THE EVENT ATTENDANT.