



**City of Yelm**

EST. 1924

**WASHINGTON**

“Proudly Serving Our Community”

## **YELM COMMUNITY CENTER**

### **RENTAL POLICIES**

#### **GENERAL**

Requests to reserve the Community Center can be made by submitting a complete reservation request application to the City in person at 106 2<sup>nd</sup> Street SE, Yelm, WA 98597 or via email to: [danas@yelmwa.gov](mailto:danas@yelmwa.gov).

The rental date will be reserved when the reservation deposit and damage deposit is received by the City after determining that the requested date is available.

Unless written approval has been granted, no group using the Yelm Community Center will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the event or activity.

The Yelm Community Center and Terrace areas are reserved separately from Yelm City Park.

No refunds will be given due to inclement weather or violation of facility rules and regulations.

Events that exceed limits of guests without appropriate bar service or security will be cancelled by the City. No refunds will be given if cancelled for security or licensing requirement violations.

Smoking and vaping is prohibited in the Yelm Community Center and terrace, and within 25 feet of building entrances. Smoking is prohibited in Yelm City Park by Yelm Municipal Code. Violators may be cited.

Pets are not permitted in the Community Center and Terrace, except for assistance animals. Requests to allow animals in the facility must be approved by the City. Requests must be submitted in writing a minimum of 30 days prior to the event.

The City of Yelm will not accept liability for injury to users, loss of personal property, or damage to property of the group or an individual.

The City may require the applicant to carry a policy naming the City of Yelm as an ‘Additional Insured’ when deemed necessary by city staff at amounts recommended by the City.

Appropriate certificates of insurance with minimum coverage limits may be required from user organizations, sponsors, hosts, and/or caterers, depending on the type of event proposed. Additional

insurance requirements may apply if alcohol is to be available for consumption during the event (whether sold or not), or if the event involves athletic participants.

When insurance is required, the renter shall purchase and maintain a Commercial General Liability policy for the event. The policy shall be written with an insurance company licensed to do business in the State of Washington. The policy shall have a minimum of \$1,000,000 per occurrence limit and name the City of Yelm as an "Additional Insured".

If alcohol is served, the renter is responsible for any/all additional permit requirements from the Washington State Liquor and Cannabis Board, [www.lcb.wa.gov](http://www.lcb.wa.gov). In addition, if alcohol is served, the Commercial General Liability policy must include liquor coverage and be shown on the Certificate of Insurance. (If required, proof of insurance must be filed with the City of Yelm no later than 14 days before the event.)

Exits may not be blocked. This includes tables, chairs, and decorations.

Open flames are not permitted unless an open flame permit is issued by the SE Yelm Regional Fire Authority at least 30 days prior to the event.

All equipment must remain inside the facility. Outdoor seating or dining must be approved by the City prior to the event. Tables and chairs will not be provided for outdoor use.

No outside banners are allowed except where specifically designated by the City.

Tampering with circuit breakers, audio/visual equipment, HVAC, light plugs or restroom fixtures is not allowed.

Vehicles must remain in the designated parking lot or on-street. Access to the building is from authorized loading/unloading areas only. No vehicles are allowed on the Community Center terrace areas or inside the facility without prior, written approval from the City.

The facility and equipment should be treated carefully and respectfully, the renter is responsible for the actions of all guests.

Children under age 12 must be supervised by an adult at all times.

## DECORATIONS

Alterations to the Community Center are prohibited. Any exceptions must be approved in writing by the City.

Rice, birdseed, confetti, glitter, and similar materials are not permitted inside the building, on the terrace or grounds outside the building.

No objects may be suspended or attached to ceilings, walls, or windows without prior written approval by the City.

No objects are to be attached to floors by any method, and no materials are to be applied to floors.

**Do not use tape, tacks, nails, or similar materials!**

Balloons must be tightly secured and removed at the end of the event. There will be a charge for City staff to remove balloons from the ceiling.

All decorations must be removed before departure.

## **SET-UP AND CLEAN-UP**

All facilities, equipment, and rest rooms shall be left in the same condition as found prior to the activity. The cost of any additional cleaning or repairs that require City of Yelm staff to complete will be billed to the applicant. All cleaning must be done immediately after the event.

The time necessary for set-up and clean-up are included in the rental time.

City staff will set up tables and chairs according to a plan provided by the renter at the time of the rental agreement.

City staff will set up all City owned audio/visual equipment.

Renter will be responsible for clean-up at the end of the event to include: Removal of all decorations, trash placed in trash bags and placed in dumpster, general pick up of the facility.

City staff will be responsible for take-down and removal of tables and chairs and all City owned audio/visual equipment.

## **GROUPS WITH MINORS**

Groups composed of minors shall be supervised by at least one adult (21 years of age or older) per 20 juveniles at all times while using the Yelm Community Center. Application for use of the facility must be made by the adult who will be responsible for and in attendance at the event or the official point of contact for the event.

All groups composed of minors may be required to provide a point of contact at the Community Center entry to ensure that invited guests only are allowed into the event.

## **EVENTS SERVING ALCOHOL**

Alcoholic beverages are permitted in the facility and outside terrace area. Requests for the use of alcohol must be made at the time of application. A Banquet permit from the Washington Liquor and Cannabis Board [www.lcb.wa.gov](http://www.lcb.wa.gov) is required to be held by the applicant. Organizations wishing to sell alcohol at a fundraiser will need a Special Occasion License from the Liquor and Cannabis Board. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Liquor and Cannabis Board. Any organizations using the City premises shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic

beverages on the premises. The City shall have no responsibility in this regard. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance to City Code and the Yelm Community Center policy.

**If you will be selling alcohol at your event, please note that there are different permit and licensing requirements!**

No alcoholic beverage shall be served to any person less than 21 years of age.

Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City's property, or arising off the City property, or as a result of alcohol being available on City property shall be the sole responsibility of the applicant organization, its sponsor and/or adult representative.

The applicant shall remove all beverages and beverage containers from the premises immediately following the approved function. If the consumption of alcohol causes the City representative to order the removal of alcohol, the applicant must comply immediately or City staff may close the facility, cancelling the remainder of the event. No partial refund will be given in this case.

If renter has alcohol at event, it is the renter's responsibility to provide a Banquet permit for the event. The permit must be posted in the Community Center during the event.

No alcohol shall be served 30 minutes prior to the scheduled end of the event.

Licensed Bar Service is required for youth events with over 200 guests at which alcohol is served.

The City of Yelm requires the applicant to carry insurance coverage and may require certified security if, in the opinion of the City, the event warrants such requirements. The City shall determine the required number of security officers and additional staff for the event. The renting host is obligated to pay the City, in advance, for the cost of providing the security officers and additional staff.

## AVAILABILITY

The Community Center is available for rental:

Monday through Thursday	8:00 AM to 10:00 PM
Friday	8:00 AM to 1:00 AM
Saturday	8:00 AM to 1:00 AM
Sunday	8:00 AM to 10:00 PM

Events may exceed these hours only with prior approval by the City.

The minimum rental time for event rooms is 2 hours Monday through Thursday and 5 hours Friday through Sunday. The minimum rental for the kitchen without a room rental is 5 hours.

Events sponsored by the City and City programs and functions are exempt from all fees and charges.

The fee for room rentals by groups renting the facility for commercial purposes unrelated to a community service project or local non-profit organization is 200% of the full rate.

Cancellations made more than 90 days before the reserved date will result in a cancellation fee. Cancellations made less than 90 days before the reserved date will result in the loss of the reservation deposit (but not damage deposit). Cancellations made less than fourteen (14) days in advance of the reserved date will result in charges of the full rental fee, less the damage deposit.

Time reserved must be inclusive of set-up and take-down of room.

Damage deposits are required at the time of reservation.

The use of the kitchen will require a tour of the facility prior to rental.

Reservations will be tentatively held for up to two business days unless the deposit is paid in full.

The kitchen may not be rented without a room rental if there is a concurrent event rental by another customer of the north event room.

Full payment must be made no less than 90 days prior to the event, unless special payment arrangements are approved by the City through the rental agreement.