

YELM COMMUNITY CENTER

RENTAL AGREEMENT

GENERAL

The renter of the facility shall be at least 18 years of age or 21 years of age if the event will include the service of alcohol or if the event is for a group composed of minors.

The provisions of the Yelm Municipal Code relating to the occupancy capacity, use, park use, and other safety factors shall be observed at all times.

The provisions of the Yelm Community Center Rental Policies shall be observed at all times.

The renter shall be present during the period of the reservation from set-up through clean-up.

The renter shall be responsible for check-out of the facility with City staff in order to become eligible for refund of the deposit.

If the facility is not left clean, the renter will be assessed a \$30.00 per hour cleaning fee.

DAMAGE DEPOSITS

The purpose of the damage deposit is to ensure proper clean-up and care of the facility. If the facility is left dirty and/or damaged by the renter, the City shall retain part or all of the deposit.

The damage deposit must be made no later than 90 days before the event.

If costs to clean and/or repair the facility exceed the amount of the deposit, the renter shall be responsible for additional costs. If the renter fails to pay the additional costs, as requested by the City staff, the renter shall be responsible for all collection costs and/or attorney's fees.

CANCELLATIONS AND REFUNDS

Cancellation of a reservation more than 90 days prior to the event will result in a cancellation fee of \$50 per room. Cancellation of a reservation more than 14 days but less than 91 days will be charged a cancellation fee equal to the amount of the reservation deposit (but not the damage deposit).

FOOD AND DRINK

The renter shall be responsible to provide kitchen and table linens and any fixtures to be used on the terrace, as they are not provided by the City.

LIABILITY

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.

INSURANCE

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.

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 all additional permit requirements from the Washington State Liquor and Cannabis Board. In addition, if alcohol is served, the Commercial General Liability policy must include liquor coverage and be shown on the Certificate of Insurance.

Proof of insurance must be filed with the City of Yelm no later than 14 days before the event.

SET-UP AND CLEAN-UP

Equipment or decorations shall be used in such a manner as to prevent damage of any kind to the facility and its furnishings.

No decorations will be permitted which are taped, tacked, stapled, nailed, or otherwise fastened to the walls, ceilings, doors, or floors of the facility.

If paper is used to cover tables, the renter shall be responsible to remove all tape from the tables. No covering may be tacked, stapled, nailed, or fastened in any manner which will damage the tables.

Rental of the facility includes the use of tables and chairs as noted in the rental agreement.

Renter must pay for all time spent in the building, including set-up and clean-up time.

Renter is responsible for set-up and clean-up for the event pursuant to the Yelm Community Center Rental Policies.

EVENT INFORMATION

Renter Name: _____

Group/Organization: _____

Address: _____

Mailing Address:

Home Phone: _____ Cell Phone: _____

Email Address: _____

Official Point of Contact: _____

Purpose of Event: _____

Event Date: _____ Day of Week: _____

Start Time: _____AM/PM End Time: _____AM/PM

Set up Time: _____AM/PM Clean up Time: _____AM/PM

- | | |
|--|--|
| <input type="checkbox"/> North Event room | <input type="checkbox"/> Audio/Visual Equipment |
| <input type="checkbox"/> South Event room | <input type="checkbox"/> 5' Round Tables ____ (25 available) |
| <input type="checkbox"/> Both Event rooms | <input type="checkbox"/> 6' Rectangle Tables ____ (25 available) |
| <input type="checkbox"/> Kitchen with room rental | <input type="checkbox"/> Bistro Tables _____ (25 available) |
| <input type="checkbox"/> Kitchen without room rental | <input type="checkbox"/> Chairs _____ (200 available) |

FEES:	Amount
Damage Deposit:	
Rental Total:	
Reservation Deposit:	

Renter shall sign the rental agreement and pay the rental fees in full no later than 90 days prior to the event to confirm the reservation date and time, (unless special payment arrangements are approved by the City through the rental agreement.)

RENTAL

I, the undersigned, representing myself and the above named organization, do hereby agree to be bound by and comply with all of the terms listed in the Yelm Community Center Rental Agreement. I agree to be present and responsible during the event unless the official point of contact of the event is present and responsible.

Further, I accept responsibility for damages caused to the building, equipment, furnishings, and surrounding area.

The renter agrees to hold harmless, indemnify and defend the City of Yelm, agents, employees and volunteers from any and all liabilities, costs and expenses including reasonable attorney fees for deaths or injuries to persons, or for loss-of or damage to property arising out of or in connection with the use and occupancy of the City’s premises by the renter, its agents, employees, guests or persons associated with the renter's event.

The renter and its guests agree to abide by City of Yelm policies, rules, guidelines, etc... as communicated by staff and signage and shall comply with all applicable laws, ordinances, and regulations set forth by the state of Washington. The renter agrees to remain only within the reserved space(s) as previously stated above and to use the City of Yelm space(s) for intended purposes only.

The Community Center is an entirely non-smoking facility, including the outdoor area. The City will notify the authorities of any persons suspected of possession of illegal substances on the City premises.

I agree that violation of any of the terms of this agreement may be cause for the event permit to be revoked, without notice, and may result in immediate removal from the premises and forfeiture of my fee and deposit.

SPECIAL CONDITIONS:

Signature of Renter _____ Date _____

I understand that my damage deposit will be returned by mail after satisfactory inspection by City staff.

Signature of Renter _____ Date _____

FEE WORKSHEET

Event Hours (including set-up and clean-up) _____ to _____

Total Hours _____

- City Sponsored Event (no charge)
- Commercial Event (200% room rates)

- North Event room \$50/hour \$ _____
- South Event room \$50/hour \$ _____
- Both Event rooms \$100/hour \$ _____
- Kitchen with room rental \$100/per day \$ _____
- Kitchen without room rental \$75/hour \$ _____
- Damage Deposit \$250 \$ _____
- Damage Deposit (event w/alcohol) \$500 \$ _____
- Early open/Late close \$45/occurrence \$ _____
- City Staff assistance (as required) \$30/hour per employee \$ _____
- Audio/visual equipment \$50/day \$ _____

SUB-TOTAL \$ _____
(Rental Total - without 'damage deposit' amount) \$ _____
Reservation Deposit (50% of Rental Total) \$ _____

FEES:	Amount	Date Paid	Receipt Number
Damage Deposit:			
Rental Total:			
Reservation Deposit:			

Renter shall sign the rental agreement and pay the rental fees in full no later than 90 days prior to the event to confirm the reservation date and time, (unless special payment arrangements are approved by the City through the rental agreement.)

CLEANING CHECKLIST

Renter: _____

Event Date: _____

Kitchen

- All counters and sinks must be clean and dry
- All appliances must be emptied and cleaned
- Kitchen floor must be swept and mopped
- Traps (drains) under sink must be cleared of all debris

Bathrooms

- Remove any decorations or items
- Pick up trash from floor

Floors

- All spills of any kind must be cleaned
- All trash must be picked up

Garbage

- All garbage cans in the Community Center and outside terrace must be emptied and garbage must be placed in the dumpster outside the building
- Trash can liners must be replaced and tops placed back on the cans

Other

- All decorations and items must be removed
- Drinking fountains must be clean and free from food items
- Tables and chairs wiped down
- Key turned in

Additional Information

Cleaning products, mops and brooms are stored in the kitchen and/or can be obtained from City staff.

Walk-through of the facility prior to leaving is required to ensure that the clean-up is complete.

The goal is to leave the Yelm Community Center in the same condition as it was prior to your use. This check list outlines the minimum requirements for which you are responsible.

Failure to adhere to these guidelines may result in partial or full loss of damage deposit.

Clean-up completed by: _____

Date: _____

City Staff signature: _____

Date: _____