



FACILITY & PARKS RENTAL INFORMATION

EATONVILLE COMMUNITY CENTER

**305 Center Street W
Eatonville, Washington
98328**

**(360) 832-3361 x102
(360) 832-3977 (fax)**

www.eatonville-wa.gov

REGULATIONS GOVERNING FACILITY USE
AT THE
EATONVILLE COMMUNITY CENTER

INTRODUCTION

The Eatonville Community Center is intended to enhance and promote the social, recreational, and cultural environment of the community. It is the intent of the Eatonville Community Center to encourage and permit the use of the Center to community groups and activities within the established policies of the Center.

The handbook includes the regulations prescribed by the Town of Eatonville Department of Parks, Recreation & Community Services to control the use of the Eatonville Community Center, including the fees and charges schedule.

GENERAL REGULATIONS

1. Application for reservations should be completed at the Eatonville Town Hall during business hours -- Monday through Friday, from 9:00 am to 4:30 pm.
2. All persons or groups holding any meeting or recreational activity in this facility are required to have a Facility Use Agreement completed as set forth by these regulations. These requirements shall not apply to scheduled Center-sponsored activities.
3. Facility Use Agreements will be issued upon application and be administered by a designated Center agent unless:
 - Issuance would interfere with the recreational, cultural, social or other use of the enjoyment of the public.
 - The facility cannot be used to subsidize partisan political activities exclusively by a particular political group.
 - The date and time requested has previously been allocated.
4. NOTE: Due to Federal regulations associated with federal funding used to build the Community Center, use of the facility by religious organizations for religious activities is permitted, however the rental fees for such uses may not be subsidized in any way and must be the same as for any private group, i.e. Classification 4.
5. When application is submitted, a Reservation/Damage deposit must be paid to reserve the facilities. The rental fee must be paid no later than fourteen (14) days in advance of the event. ALL fees must be paid to: **Town of Eatonville.**
6. Facility use applications must be completed by an adult; further, all events must be supervised by a designated adult. Additionally, applicants may be required to have a police officer on duty for certain events or activities. The Town shall not be liable for injuries or loss of property resulting from use of the premises. Applications for fund-raising purposes should be made thirty (30) days in advance of the event.
7. The Eatonville Community Center reserves the right to change or cancel the reservation if the facility is needed for Community Center or Town of Eatonville business or if for some other reason it becomes unavailable (see #15 below).
8. The Town reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination by authorized Town personnel, upon any of the grounds set forth below:
 - Physical damage to Town property caused by an attendee, whether invited or not, or

- Use of alcohol or tobacco in violation of usage regulation, or
 - Violation of any law, ordinance, or regulation of the State of Washington, King or Pierce County by an attendee, invited or not, and
 - Failure to comply with Town of Eatonville Staff direction
9. The renter will, upon request, provide the Town evidence of Commercial General Liability Insurance with a minimum of \$1 million dollars per occurrence. The Town of Eatonville shall be named as an Additional Insured on said policy. This insurance will protect you and your guests while using Town property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help you obtain the proper coverage. You will get your insurance through the approved Washington Cities Insurance Authority (WCIA) third party Insurance Broker (by Internet). This must be done online and each renter is responsible for their own insurance processes. Town staff will not be able to assist you.
 10. The website for insurance is www.ebi-ins.com/tulip
 11. Alcohol beverages are allowed as long as the following requirements are met:
 - A Washington State Banquet Permit is to be obtained and displayed in the room during your event. Said permit is obtained through any Washington State Liquor store and must be submitted to the Eatonville Community Center Manager no later than fourteen (14) days in advance of the event. Failure to comply with these requirements will result in forfeiture of your deposit and all rental fees. All alcoholic beverages must be consumed within the assigned rental area.
 - Adequate chaperones, as necessary must be provided by the applicant. Minors may not consume alcoholic beverages inside the facility or outside in the parking areas. All alcoholic beverages must be consumed within the assigned rental area.
 - A “Special Event Insurance Application for Tenant/Users and Instructor Events of WCIA (Washington Cities Insurance Authority) Member Facilities” will be required for proper insurance coverage for usage of the Eatonville Community Center. Special event insurance requires \$1 million dollars in coverage per occurrence; liquor liability is an added premium to the policy and will also require \$1 million dollar coverage. The renter must provide the Community Center Manager with proper evidence of said, WCIA approved coverage no later than four weeks (28) days in advance of the event. Failure to comply with these requirements may result in forfeiture of your deposit and all rental fees. The website for insurance is www.ebi-ins.com/tulip
 12. **CENTER CODE OF CONDUCT:** Individuals or groups using the Center facilities must comply with all applicable Town, county, state and federal codes, ordinances or established regulations. (The Center’s Code of Conduct is posted at the Center.)
 13. Reservations are taken on a first come – first served basis. One time rentals (receptions, anniversaries) may be made a maximum of twelve (12) months prior to desired date. The continued use of a room is not automatically guaranteed. Rates for long-term commitments shall be negotiated on a case-by-base basis.
 14. **ADDITIONAL FEES:** Overrun fees for room rental will be charged as follows: 15-30 minutes, 1/2 hour charge; 30-60 minutes, 1 hour charge.
 15. **DEPOSITS & CANCELLATIONS:** A refundable damage deposit must be paid to reserve the facilities. This amount will be refunded by mail within 20 days after the event if the Center facilities, particularly the Center’s meeting rooms, kitchen and its equipment, are found to be in acceptable condition.

DUE TO UNANTICIPATED CIRCUMSTANCES (FOR INSTANCE, PLUMBING FAILURES, FIRE, ETC.), IT MAY BECOME NECESSARY FOR THE TOWN OF EATONVILLE TO CANCEL A RESERVATION. THE TOWN OF EATONVILLE RESERVES THIS RIGHT. In the unlikely event this should become necessary; every effort will be made to provide reasonable notice, however this may not be possible in all circumstances. The Town of Eatonville shall provide a full refund in such cases. Responsibility for making alternate arrangements remains that of the renter.

16. **CLEANING PROCEDURES:** The facility is to be left in the same condition as when you arrived. This includes the restrooms, hallways, decorations, general building structure and surrounding grounds. The monetary charges for damages will be determined by the Community Center Manager and or/Department Director. Occupancy is no more than 299 adults or youths. Rental hours must be consecutive. No split shifts will be allowed.
17. Throwing of rice, birdseed, confetti, etc. is not permitted inside building or on adjacent grounds. Use will result in forfeiture of part or all of the damage deposit.
18. All music must be kept to a moderate sound level. Music must end at midnight.
19. Compliance with the Town fire code and the Town of Eatonville Fire Chief is mandatory; the use of candles and/or any other type of open flame is strictly forbidden.
20. The Facility Manager must first approve additional equipment brought in by the renter.
21. Parking is available in the community center lots. Facility is subject to periodic checks by Town staff and law enforcement during event.

EATONVILLE COMMUNITY CENTER

"THINGS YOU SHOULD KNOW WHEN RENTING THIS FACILITY"

1. **Room set-up and clean-up is the renter's responsibility. Scheduled rental times must include your set-up and clean-up time. During the week you must be out of the facility no later than 11:30 pm. On the weekend (and Friday nights) you must be out of the facility no later than 1:00 am.**

(NOTE: The rooms you rent will be available at the time you tell us you want to be in the building to begin setting up. Renters will not be allowed in the building prior to 7:00 am.)

Keys are to be picked up during normal business hours, Mon-Fri, 9:00am-5:00pm, at Town Hall.

2. You are also responsible for any breakage or damage to the building or equipment. When you leave, you should check out with the staff person on duty. You must do a final walk-through with the Building Attendant and sign the "Rental Inspection Checklist". The Attendant will note any discrepancies and monetary charges for any damages will be determined by the Community Center Rental Attendant. Such charges will be applied to the Damage Deposit.

All doors and windows should be closed, all lights should be turned off (be sure to check the restrooms), oven and stove should be turned off, and any kitchen equipment you use must be cleaned, and all stray helium balloons must be removed from the building prior to exiting. **The use of thumb tacks, staples and scotch tape are NOT allowed on the walls, floors or tables. Damage caused by these objects will be charged to your deposit. Use blue tape only.**

3. All cleaning must be done immediately after your event:
 - Place all trash in the dumpsters located outside.
 - Tables/chairs must be cleaned and correctly stacked and aligned in the closet.
 - All items brought into the facility must be removed – this includes rented equipment.
4. There will be a \$25.00 fee for removing any Center art works from the Hall prior to any event.
5. We provide tables and chairs for the room(s) you rent. The cost of these is included in the room rental fees. We do not provide tablecloths.
6. **SMOKING IS NOT ALLOWED IN ANY TOWN FACILITIES.**
7. NOTE:
 - Divider walls are ONLY to be moved or adjusted by authorized personnel.

EATONVILLE COMMUNITY CENTER

PRIORITY OF USE

Groups or organizations will be given a permit for use of the facilities on the basis of the following priorities: 1) CLASSIFICATION 1; 2) CLASSIFICATION 2; 3) CLASSIFICATION 3; 4) CLASSIFICATION 4.

User Fees for each category are detailed on pages 6-8.

CLASSIFICATION ONE

- A. Activities of the Eatonville Community Center, or those sponsored by the Center or Town of Eatonville Parks, Recreation & Community Services Department, take priority over all other groups or activities.

CLASSIFICATION TWO

- A. Non-profit organizations [with full 501(c)(3) status] for events which are community-based and involve activities that enhance the community.
- B. Recognized groups that are engaged in promoting a special community activity and/or issue: Boy Scouts, Girl Scouts, Campfire Girls, PTA, service clubs, youth organizations.

Organizations in this classification holding an event or events which are oriented toward fundraising, sale, barter, and/or trade of goods and services related to the group activities will be considered under Classification Three fee schedule or a rental fee negotiated on a percentage of gross receipts.

CLASSIFICATION THREE

- A. Groups or organizations, that are not formally established as 501(c)(3) nonprofits, whose membership is open to the general public but operate for the primary benefit of their own membership; such groups may or may not charge fees, collect donations, membership fees, or charge admission, and/or participation is limited to a select group: Examples -- Model clubs, dance clubs, preschool cooperatives, neighborhood associations, etc.

[NOTE: Due to definition, some groups or organizations in Classification Three are sometimes unable to pay the suggested fee due to their strictly volunteer basis or nominal dues. These groups who meet regularly are requested to make an annual donation of money or equipment (i.e., table, chairs, audiovisual equipment, etc.) or offer a class, workshop, clinic or provide in-kind service to the Community Center. Annual renewal and negotiation of donation should be completed within the month of November.)

- 1. These groups are asked to write a Proposal for Facility Usage and meet with the Center staff to negotiate an agreement.
- 2. Any abnormal cost accrued will have to be covered by the group.
- 3. Any fundraising or commercial ventures must be negotiated separately and fees charged.

CLASSIFICATION FOUR

- A. Events not open to the general public: Examples -- wedding receptions, anniversaries, private club dances, etc.
- B. Groups or organizations who are commercial in nature and are promoting a product or service (event could be free to public): Examples: Tupperware, large "garage sales", dieting workshop, etc.
- C. Pursuant to Federal regulations and County requirements, church groups must be considered the same as other groups in this classification. The Center may make space available to churches or other organizations that would use the space for religious purposes, however rates for such activities by these groups must be considered at the same rate as private events, i.e. Class 4.

EATONVILLE COMMUNITY CENTER

USER FEES

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ROOM	ROOM CAPACITY	CLASS 2 RATES
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	299	\$170 per day \$250 per day
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	299	\$20 per hour \$35 per hour
½ Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	149	\$10 per hour \$25 per hour
Craft Meeting Room - \$50 deposit	24	\$5 per hour
Mini-Purpose Room - \$50 deposit	23	\$5 per hour

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USER FEES

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ROOM	ROOM CAPACITY	CLASS 3 RATES
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">• Without Kitchen• With Kitchen	299	\$200 per day \$280 per day
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">• Without Kitchen• With Kitchen	299	\$30 per hour \$45 per hour
½ Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">• Without Kitchen• With Kitchen	149	\$20 per hour \$35 per hour
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USER FEES

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- C. Pursuant to Federal regulations and County requirements, church groups must be considered the same as other groups in this classification. The Center may make space available to churches or other organizations that would use the space for religious purposes, however rates for such activities by these groups must be considered at the same rate as private events, i.e. Class 4.

ROOM	ROOM CAPACITY	CLASS 4 RATES
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	299	\$230 per day \$310 per day
Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	299	\$40 per hour \$55 per hour
½ Large Multi-Purpose Room - \$150 deposit <ul style="list-style-type: none">Without KitchenWith Kitchen	149	\$30 per hour \$45 per hour
Craft Meeting Room - \$50 deposit	24	\$15 per hour
Mini-Purpose Room - \$50 deposit	23	\$15 per hour

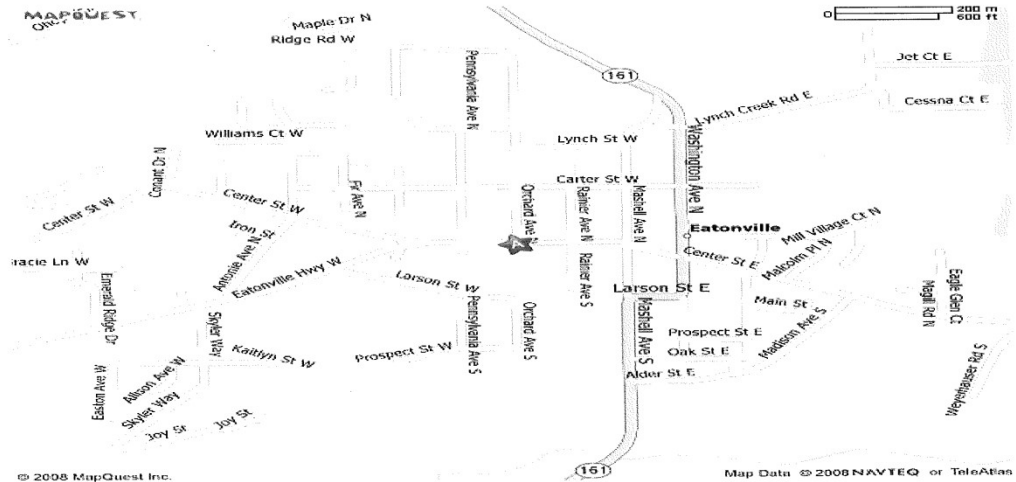
EATONVILLE COMMUNITY CENTER

www.eatonville-wa.gov/commcenter

305 Center Street W
Eatonville, Washington 98328
(360) 832-3361 x 102

Eatonville is centrally located in South Pierce County on the way to Mt. Rainier.

The Eatonville Community Center is a choice location to hold events that are “Map-friendly” for all of your guests!



Traveling **EAST** on SR161 leads you straight into Eatonville. Make a right at the flashing light (Center Street) and come up to the stop sign where you will keep straight on Center Street West passing Key Bank on your left. Eatonville Community Center will be located at 305 Center Street West. It is the fourth building on your left.

EATONVILLE COMMUNITY CENTER - FACILITY USE AGREEMENT

305 Center Street W
PO Box 309
Eatonville, WA 98328
360-832-3361

- 1) NAME OF ORGANIZATION/PARTY: _____ 2) DATE OF EVENT: _____
- 3) DURATION OF EVENT (*including Set-Up & Clean-Up*): FROM _____ TO _____ TOTAL HOURS: _____
- 4) ROOM(S) BEING USED (if known): _____
- 5) NATURE OF EVENT: _____
- 6) ESTIMATED ATTENDANCE: Adults _____ Youth _____ 7) EVENT SUPERVISOR: _____
- 8) WILL LIQUOR BE SERVED? Yes _____ No _____ 9) IS THERE AN ADMISSION CHARGE? Yes _____ No _____
(If yes, you will need to obtain a Banquet Permit from a WA State Liquor Store)
- 10) KITCHEN USE? Yes _____ No _____ 11) IS THIS A 501(c)(3) NONPROFIT ORGANIZATION? Yes _____ No _____

I certify that I am the authorized representative of the above organization/group, have read and agree to be bound by the regulations, policies and fee schedules as described in the rules and procedures governing the use of the Eatonville Community Center, and that the information above is true. On behalf of the group I represent, I agree to supervise all activity on the premises and to comply with and enforce the attached rules and regulations during the time allocated for our group. I agree to and understand the fee schedule, charges and policies governing use of the Center by groups.

TABLES AND CHAIRS: I understand that tables, chairs, and any other Town property may not be removed from the premises.

HOLD HARMLESS AGREEMENT: On behalf of the group I represent, I agree to hold the Eatonville Community Center, the Town of Eatonville, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of actions, demands, and claims, including the cost of their defense, arising in favor of the activity participant or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant in the above event except for those acts or commissions which are the sole negligence of Eatonville Community Center, the Town of Eatonville, its agents, employees and officials.

Name & Title (if any) – Please Print

Signature

Date

Mailing Address

Phone

Town/City State Zip

E-mail Address

Deposit due at time of booking reservation. Balance and proof of insurance (if applicable) due two weeks prior to event. Make checks payable to "Town of Eatonville."

*****FOR TOWN USE ONLY*****

	<u>AMOUNT</u>	<u>DATE PAID</u>	<u>RECEIPT #</u>	<u>STAFF INITIALS</u>	<u>PACKET GIVEN</u>
Deposit	\$ _____	_____	_____	_____	Yes _____
Rental Fee	\$ _____	_____	_____	_____	Yes _____
Insurance Required: Yes _____ No _____ Liquor Liability Insurance Required: Yes _____ No _____					
Insurance Provided: Yes _____ No _____ Liquor Liability Insurance Provided: Yes _____ No _____					
CATEGORY (Class 2, 3 or 4): _____ Date Applicant Was Called: _____					

APPROVED BY MAYOR: _____ DATE: _____