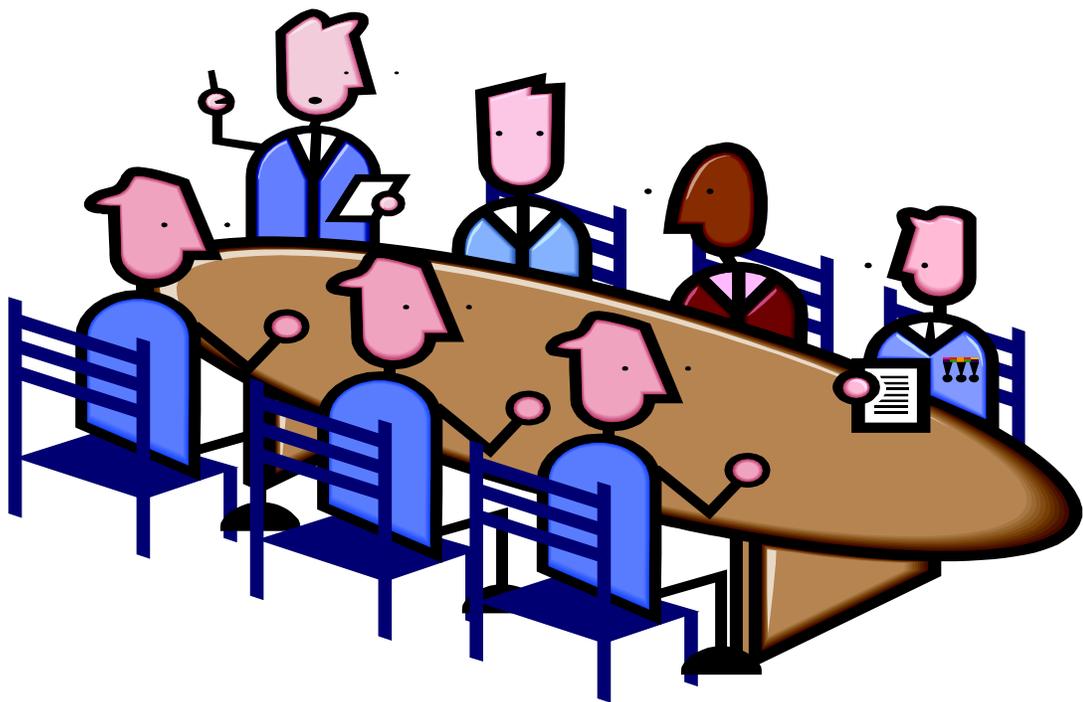


CITY OF CHEWELAH

FACILITY USE POLICY



Effective September 8, 2016 by Resolution 16-11

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1. CIVIC CENTER

1. RESERVATIONS/FEEES

- a. Reservations for the Chewelah Civic Center will be accepted on a “first-come, first served” basis by written agreement accompanied by a nonrefundable \$25 Application Fee.
- b. Civic Center reservation applicants must be at least 21 years of age.
- c. Reservations accepted ONE YEAR in advance of desired rental date. Reservations are required one month prior to the desired rental date. Fees are to be paid 2 weeks prior to the date of the event.
- d. A \$100 refundable Damage/Cleaning Deposit will be required for all events in the Civic Center.
- e. Fees are non-transferable, cannot be sold, or advertised for use by another individual.
- f. Refunds will be issued only to the individual who made the payment.
- g. If keys are lost or not returned, the applicant will be responsible for paying the City \$200.00.
- h. **Non Profit Organizations, Government, and Community Partner** applicants will pay rent at the following daily rates:
 - Up to 5 hours \$30.00
 - Over 5 hours \$60.00
- i. **Private Parties and Business or Commercial** applicants will pay rent at the following daily rates:
 - Up to 5 hours \$60.00
 - Over 5 hours \$110.00

NOTE: Any returned checks are subject to \$40 “return fee charge”. Replacement funds will be accepted only in the form of a Money Order, Cashier’s Check or Cash.

2. FIRE CODE REGULATIONS

- a.** Fire Code Building Occupancy Limits: 450.
- b.** If your attendance exceeds our Fire Code, you “will forfeit the FULL DAMAGE/CLEANING DEPOSIT”.
- c.** WE ARE A NON-SMOKING FACILITY.
- d.** The use of candles and/or any other type of open flame inside the Civic Center is strictly forbidden.

3. INSURANCE/CITY PERMITS

- a.** Insurance in the amount of \$1,000,000 per occurrence, shall be required for all events scheduled at the Chewelah Civic Center.
- b.** Event insurance may be purchased through Washington Cities Insurance Authority (WCIA). Contact the Event Coordinator for more information on the insurance provided by WCIA.
- c.** Corporations or Non-Profit Organizations can alternatively provide a copy of their Commercial Liability Insurance Certificate. Commercial Liability Insurance must name the “City of Chewelah as Additional Insured.” If alcohol is being served the Insurance Certificate must include the wording “LIQUOR LIABILITY INCLUDED.” The Certificate of Insurance, evidencing the insurance requirements, shall be furnished to the City of Chewelah two weeks before date of the event.
- d.** Use of Inflatable Toys, Tents, etc. require the following from both the RENTER AND VENDOR: Commercial Liability Insurance – Listing the City of Chewelah as Additional Insured.

4. CATERING/FOOD SERVICE REGULATIONS

- a.** A vendor, individual or group planning to hold or participate in an event, in which food will be served to the public, must obtain a temporary food service permit. If an event advertises in flyers, banners, newspaper ads or articles, internet or by other means, then it is considered a public event, regardless of whether or not there is a charge for the food served. Events that are only for members and their guests and are not advertised, are not considered to be public events.
- b.** A copy of the appropriate permit needs to be provided to the City of Chewelah two weeks prior to the event.

5. ALCOHOL REGULATIONS

- a.** No unattended, open bars are permitted. No self-service of any type is allowed. Personal use of privately provided alcohol is not allowed, including flasks.
- b.** Consumption of alcohol by minors is prohibited by State law and this law will be strictly enforced. The event will be closed down if consumption of alcohol by minors is allowed. All alcohol must be consumed within the facility.
- c.** Legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract and purchasing the appropriate permit.
- d.** Alcohol permits required are:
 - *Proper liquor liability insurance coverage.*
 - *Banquet Permit* (Liquor served at corporate or non-profit events. Also for private rentals such as weddings, private parties, etc.), or
 - *Special Occasion License* (When liquor will be sold – only for non-profit events), or
 - *Raffle Permits* (When liquor is raffled at a specific date and place such as in a basket – only for non-profit events).

Banquet Permits, Special Occasion Licenses and Raffle Permits may be obtained at www.liq.wa.gov. A copy of the appropriate permit needs to be in our office two weeks prior to the date of the event.
- e.** Beer (including kegs), wine and hard liquor can all be served.
- f.** Alcohol service must end one hour before the end of the event.
- g.** Washington State Liquor Control Board rules and regulations must be strictly adhered to by any group serving alcohol.

6. FACILITY CONDITIONS

- a.** Birdseed, rice, confetti, sparkles, potpourri, rose petals, fog/bubble machines, etc. are not allowed INSIDE the Civic Center or on the grounds.
- b.** Food/beverage spills should be immediately wiped up.
- c.** Music may be played until 10:00 PM Sunday through Thursday and until 12:00 AM on Friday and Saturday.
- d.** No china, glasses, linens, etc. will be provided by the City of Chewelah for any event.
- e.** The renter and/or individual signing the contract assumes full responsibility for the conduct of guests, members, employees or third parties hired to provide services.

- f. The misuse of the facility or failure to conform with the Rules and Regulations and general information herein will be sufficient cause to close an event down, forfeiture of Damage Deposit and denial of future use. The City of Chewelah reserves the right to determine if any or all of these steps are necessary.
- g. The City of Chewelah Police Department reserves the right to determine if additional Police Officers are required for certain events at the applicant's expense.

7. RENTERS RESPONSIBILITY

- a. Renters must provide all required permits, deposits, fees and rents that are due two weeks prior to the date of the event. Renters must request the use of tables and chairs and provide the quantities needed for the event. .
- b. Renter is responsible to sweep floors and clean tables and chairs provided by the City of Chewelah.
- c. All surfaces in bathrooms must be cleaned including sinks, toilets, and urinals. Basic cleaning supplies will be provided by the City.
- d. All surfaces of the kitchen must be cleaned including sinks, counters, cupboards, appliance surfaces and floors. Basic cleaning supplies will be provided by the City.
- e. Renters are responsible for removing all garbage from the Civic Center. A dumpster is provided outside of the North Entrance.
- f. Should a City Staff member need to contact the Chewelah Police Department for assistance, the event may end at the Officer's decision.
- g. All items brought into the building by the renters need to be removed by the end of the rental period.
- h. The renter is responsible for the set-up and take down of all table and chairs .
- i. The City of Chewelah is not responsible for the renter's items during storage before, during or after an event.

8. CANCELLATION POLICY

- a. Cancellation of any event must be in writing or via e-mail by the Responsible Applicant to the Events Coordinator. An acknowledgement will be sent to the Applicant from the City of Chewelah.
- b. Any cancellations made less than two weeks before the date of the event will be subject to forfeiture of all fees, deposits, rents, etc. that have been paid.
- c. Any refund will be issued to the Responsible Applicant only.

2. MEETING ROOMS AND PARK FACILITY

1. MEETING ROOMS AND PARK FACILITY

- a. Reservations for a City of Chewelah meeting room or park facility will be accepted one year in advance on a “first-come, first served” basis by written agreement accompanied by a nonrefundable \$25 Application Fee. Any other rental fees, deposits and miscellaneous fees must be paid to the City two weeks prior to the day of the event.
- b. When electric or water services will be utilized with regard to park reservations, the applicant will pay a \$5.00 utility fee for EACH service for EACH day reserved. The applicant will pay an additional fee of \$20.00 if the City deems it necessary to mark utilities.
- c. City Hall meeting rooms may only be reserved by community and government partners.
- d. Park Reservation applicants must be at least 18 years of age. Meeting Room Reservations applicants must be at least 21 years of age.
- e. Event insurance may be necessary for certain rentals. The need for insurance will be determined by the City based on the application submitted.
- f. If ANY alcohol is served, the correct permit will need to be secured from the Washington State Liquor Control Board. If alcohol is served, then event insurance **WILL be required, as well**. State law prohibits consumption of alcohol by minors and this law will be strictly enforced. All alcohol must be consumed within the area that was reserved.
- g. If keys are lost or not returned, the applicant will be responsible for paying the City \$200.
- h. The Applicant/Organization is responsible for the safety and conduct of its participants and spectators.
- i. The applicant must provide satisfactory sponsorship and adequate adult supervision. Security may be required for some activities – to be determined by the City of Chewelah.
- j. All events will be required to meet the occupancy load and fire and safety regulations of the City of Chewelah, Stevens County and the State of Washington.
- k. Smoking is not allowed in the Municipal Building Complex.
- l. Drugs are prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.

- m.** Fireworks, firearms or other dangerous weapons are prohibited on City of Chewelah grounds as defined by law.
- n.** Access to facilities, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- o.** Alterations to a park facility/meeting room are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- p.** Applicants are responsible for special set-up requirements, unless specifically arranged prior to the event.
- q.** Users shall be responsible for returning the facility to its original condition immediately following the event.
- r.** Park Hours are from 6:00 AM – 11:00 PM Daily.
- s.** Normal City Hall Hours are from 8:00 AM – 4:30 PM Monday – Friday, excluding holidays.
- t.** The Applicant/Organization shall not practice discrimination of any kind.
- u.** Cancellations by applicants require three working day notification. Otherwise, related actual costs shall be borne by the applicant.
- v.** Facility use is cancelled when a facility/building is closed due to an emergency.
- w.** The City of Chewelah reserves the right to refuse or revoke any authorization issued for the use of City building or grounds, and if rental has been paid, to refund such rental, less expenses incurred by the City in connection therewith.
- x.** No fires are allowed in the park, other than in the barbeque pits.
- y.** No animal of any kind is allowed in the park, EXCEPT guide or seeing-eye dogs for the visually impaired or those animals specifically designated as “service animals”. City Council may allow events involving the showing or judging of animals.
- z.** No vehicle, skateboard, roller blades, bicycle, scooter or any other motorized or non-motorized conveyance is allowed in the park, EXCEPT those necessary for disabled person access. Specific exemptions may be allowed if preauthorized by the City in conjunction with a special event taking place in the park.
- aa.** Farmers, processors, prepared food vendors, and artisans and crafters are allowed in the Farm Market area only (Appendix A) and only when the Farm Market area has not been previously reserved. The City prohibits the exchange of goods and services in all other areas of the park unless there is expressed permission from the City Council .

3. RECURRING EVENTS

1. RECURRING EVENTS

- a. Recurring Events are those events that happen weekly or monthly on a regular basis, such as classes, regular business meetings, etc. where minimal food and beverage may be provided to participants. No alcohol is served.
- b. Reservations for a City of Chewelah Facility for the purpose of a recurring event will be accepted on a “first-come, first-served” basis by written agreement accompanied by a nonrefundable Application Fee of \$25 annually.
- c. Applicable damage deposits must be paid a minimum of two weeks prior to the first event. The deposit will be held and used as deemed necessary throughout the year. Should the renter expend all of their deposit prior to the end of the year, another applicable damage deposit will be required. Failure to submit the required deposit amount may result in cancellation of further events. At the end of the calendar year, the remaining balance of any deposit will be refunded to the renter.
- d. Rent for one month of scheduled events will be due on the 1st day of each month that the events are held.
- e. *Please refer to the specific facility Rules and Regulations for further information.*

