

2. MEETING ROOMS AND PARK FACILITY

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- 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. City Hall meeting rooms may only be reserved by community and government partners.
- c. Park Reservation applicants must be at least 18 years of age. Meeting Room Reservations applicants must be at least 21 years of age.
- d. Event insurance may be necessary for certain rentals. The need for insurance will be determined by the City based on the application submitted.
- e. 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.
- f. If keys are lost or not returned, the applicant will be responsible for paying the City \$200.
- g. The Applicant/Organization is responsible for the safety and conduct of its participants and spectators.
- h. 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.
- i. 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.
- j. Smoking is not allowed in the Municipal Building Complex.
- k. Drugs are prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
- l. Fireworks, firearms or other dangerous weapons are prohibited on City of Chewelah grounds as defined by law.
- m. Access to facilities, except as otherwise addressed in these rules, shall be limited to that specified on the application.

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- n. 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.
- o. Applicants are responsible for special set-up requirements, unless specifically arranged prior to the event.
- p. Users shall be responsible for returning the facility to its original condition immediately following the event.
- q. Park Hours are from 6:00 AM – 11:00 PM Daily.
- r. Normal City Hall Hours are from 8:00 AM – 4:30 PM Monday – Friday, excluding holidays.
- s. The Applicant/Organization shall not practice discrimination of any kind.
- t. Cancellations by applicants require three working day notification. Otherwise, related actual costs shall be borne by the applicant.
- u. Facility use is cancelled when a facility/building is closed due to an emergency.
- v. 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.
- w. No fires are allowed in the park, other than in the barbeque pits.
- x. 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.
- y. 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.
- z. 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 .

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