

## **Facility Reservation and Rental Policy**

1. Prior to filling out the Application for Reservation, please read the Point Roberts Park and Recreation District #1 *Rental Rules of Conduct*. Fill out the application and take it with either cash or a check, made out to Point Roberts Park and Recreation District #1, to a representative of the Park District (Employee or Commissioner)
2. A representative of the Park District will issue a receipt for your payment and/or a notification that your event has been scheduled. This will either be given to you directly or emailed to you. The application will be signed by the Administrator.
3. Your reservation will be listed on the Master Calendar and our online calendar as “booked” for the specified date.
4. A Refundable Damage Deposit (see *Rental Fee Schedule*) may be required in addition to the rental fee. Separate checks are required for rental fee and damage deposit.
5. You are responsible for attaining any necessary licenses or permits needed for your event. (You must have the proper permits for serving alcohol) Permits must be presented to the Park District before permission is granted for use of the facilities.
6. Please sign the application confirming your understanding and agreement with the facility *Rental Rules of Conduct*.
7. The Board of Commissioners will assign a member (or make other arrangements) to open the facility as needed for your event. If a key is issued, please return it promptly at the conclusion of the event.
8. Upon inspection of the Community Center premises, following the event, by the designated representative of the Park District, and their signing the release of the Refundable Damage Deposit, your deposit will be returned to you.

## **Rules of Conduct**

***NB: These rules of conduct apply to both “free” and “paid” use of Point Roberts Park and Recreation District #1 facilities and property.***

### **COMMUNITY CENTER**

1. No alcohol shall be permitted in the Community Center without prior special agreement and additional damage deposit. When alcohol is permitted it must be served by a designated person. The Community Center is a smoke-free facility; and per Washington state law, no smoking or vaping is permitted within 25 feet of any door or window. Illegal drugs are prohibited on any District property.
2. Special care should be taken to avoid or quickly wipe up any food or beverage spills, especially in the carpeted sections of the Community Center.
3. The function shall not interfere with the normal operations of the Community Center.
4. No decorations, pictures, placards, signs, or similar items are to be attached to any wall, door, or window in the Community Center (with the exception of the bulletin boards in the all purpose and/or activities room) without prior permission from the Board of Commissioners. Easels, tripods, or freestanding displays will be permitted. No decorations shall be affixed in any manner to painted drywall of the facilities.
5. No rice, confetti, straw, etc. shall be used in or around the premises.
6. The Park Board may impose additional requirements or conditions made necessary by the particular use of the room and/or facility proposed by the applicant. Such requirements or conditions may include, but are not limited to, deposit of funds to cover damages or restriction on noise level and the use of sound amplification equipment. Serving of alcoholic beverages particularly requires special application and prior approval by the Board of Commissioners, which reserves the right to approve or deny such requests.
7. The reservation holder must be present at the facilities during the hours of approved use. At no time during the building rental shall the building be left unattended.
8. The office, History Center, and any rooms not included in the rental or use agreement will be strictly off limits except with special permission by the Board of Commissioners.
9. Renters and other users are expected to provide all supplies such as food, punch, coffee, candy, paper plates, napkins, etc. for their own use. Approval and necessary arrangements must be made in advance if a user must have access to Community Center equipment or supplies. For health and safety reasons, use of the Whatcom Council On Aging refrigerator and freezer is not permitted.
10. All rooms and equipment used must be cleaned and put back in order as they were found including sweeping, mopping, and wiping down surfaces. Kitchen rental: The kitchen is to be cleaned, including cleaning the stove and ovens, mopping the floor, and returning the table and chairs to original set-up. If used, all dishes, silverware, pots, pans, etc. must be properly washed and sanitized using the dishwasher and according to Health Department standards. This may require making arrangements for orientation or supervision by a representative of the District.
11. No part of the premises or facilities will be used for illegal purposes.

12. Music and noise must be kept at reasonable levels especially during operating hours for public use and must comply with Whatcom County Noise Standards. All events must be over by 11pm unless previously approved by the Park Board.
13. The Point Roberts Park and Recreation District #1 is not responsible for lost or stolen articles during the time of use by an individual, group, or organization.
14. Unusual rowdiness or physical/verbal abuse to a staff member, patron, or property may result in immediate termination of the event. Order must be maintained by the organization or person(s) using or renting the facility, both inside the building and on the grounds. The Point Roberts Park and Recreation District #1 assumes no responsibility for maintaining order.
15. Equipment belonging to the Point Roberts Parks and Recreation District #1 will not be taken from the premises at any time.
16. Two adult chaperons will be designated as the responsible persons to maintain order and safety at any event involving children under the age of 13 years.
17. Parking, loading, and unloading are only permitted in designated areas.
18. Per the Washington State Fire Code, hallways and exits shall remain accessible at all times. Per the Fire Marshall, maximum capacity of the Community Center is 100 persons.
19. When leaving the building, check bathrooms to make sure the lights, fans, heaters, and water are turned off. Turn off all lights and make sure that all doors are locked.

#### **LIABILITY COVERAGE**

The reservation holder shall agree to indemnify and hold harmless the Point Roberts Park and Recreation District #1, its employees, and agents for all property and liability claims arising out of the event.

#### **RENTAL FEE WAIVER**

The Point Roberts Park and Recreation District #1 has the authority to reduce or waive fees if it deems it reasonable due to reciprocity or other factors in the interest of the District and the community. Saturday Markets, Seasonal Festivals and their vendors shall be exempt from fees as long as they provide free space and/or a stipend to one or more local non-profit groups.

## RENTAL FEES FOR PRIVATE EVENTS

**NB: Use of facilities is free to Residents for public non-commercial events.**

***Rates are per day (6 hour time slot)***

FACILITY	DEPOSITS	RESIDENT	NON-RESIDENT
<b><u>Community Center</u></b>			
All-Purpose Room ("Dining Room")		\$50	\$100
Activities Room ("Pool Room")		\$50	\$100
Kitchen & Dining Room (All food prepared in the kitchen must have a person with a food handlers permit present during preparation and a health permit must be obtained from the Whatcom County Health Department)		\$75	\$100
Conference Room ("Small Meeting Room")		\$25	\$50
Grassy areas (including Baker Field), small parking lot or up to half of large parking lot		\$25	\$50
Chairs day rental away from community center (up to 40 depending on operational demands)		\$1	\$2
6' tables day rental away from community center (up to 6 depending on operational demands)		\$10	\$20
PA system day rental		\$25	\$50
Sidewalk Sign with changeable letters (maximum rental allowed 7 days prior to event and must be returned the day after the event)		\$5	\$10
Refundable damage deposit on Community Center facilities (to be refunded if and when the condition of the facilities is approved by the Board of Commissioners).	\$150		
Additional special alcoholic beverages service refundable damage deposit	\$350		

### Rental Fees For Non-residents Public Non-commercial Events

The reduced "resident rates" shown above will also be extended to non-residents for events that are open to the general public and non-commercial in nature

### APPLICATION FOR RESERVATION

NAME OF APPLICANT / ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV. \_\_\_\_\_ ZIP/PC \_\_\_\_\_

RESPONSIBLE PERSON TO BE ON SITE AT EVENT: \_\_\_\_\_

RESPONSIBLE PERSON'S CONTACT INFO: \_\_\_\_\_

ADULT SUPERVISORS IF ANY YOUTH UNDER 13 YEARS: #1 \_\_\_\_\_

#2 \_\_\_\_\_

DATE(S) OF RESERVATION: \_\_\_\_\_ TIME IN: \_\_\_\_\_ TIME OUT: \_\_\_\_\_

(Please indicate time you wish to be in and the time you will be through cleaning up. Once the facility is open, a responsible person in your party must be present at all times.)

Number of persons expected to attend function: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Community Center --	All Purpose Room (Dining Room <i>per day</i> )	\$ _____
Community Center --	Kitchen <i>per day</i>	\$ _____
Community Center --	Conference Room (Small Meeting Room <i>per day</i> )	\$ _____
Community Center --	Activities Room (Pool Room <i>per day</i> )	\$ _____
Outside Areas --	Grassy Areas, Parking Lots, Baker Field( <i>per day</i> )	\$ _____

Damage Deposit -- General \$ \_\_\_\_\_ Alcohol \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Check Box For Additional Equipment:** PA System [ ] Microphone [ ] Wireless Microphones [ ] Screen [ ]  
LCD Projector [ ] Additional Chairs (#) [ ] Additional Tables (#) [ ] Sidewalk Sign [ ] Town Hall Setup [ ]

***For Applicant - Please read the attached Facility Rental Policy and Rules of Conduct and Sign Below***

I have read the *Facility Rental Policy and Rules of Conduct* and agree to be responsible for the use of designated facility under those conditions.

Signed: \_\_\_\_\_

Deposit Refund Approved: \_\_\_\_\_ Date: \_\_\_\_\_

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***For Point Roberts Park and Recreation District #1:***

Date scheduled, confirmed, deposit received (Y/N) \_\_\_\_\_

Park District Representative (signature) \_\_\_\_\_

Point Roberts Community Center Check-in / Check-out Sheet

Your name: \_\_\_\_\_

Event / Organization Name: \_\_\_\_\_

Date(s): \_\_\_\_\_

Check-in Time: \_\_\_\_\_

Upon arrival....

\_\_\_\_\_ Tables were clean

\_\_\_\_\_ Countertop spaces were clean

\_\_\_\_\_ Dishes were clean

\_\_\_\_\_ Floors were clean (swept and mopped)

\_\_\_\_\_ All supplies (tables, chairs, tech equipment, etc) were in proper locations

\_\_\_\_\_ No food waste or garbage present

Notes / Comments:

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Check-out Time: \_\_\_\_\_

Upon departure....

\_\_\_\_\_ Tables are cleaned

\_\_\_\_\_ Countertop spaces are cleaned

\_\_\_\_\_ Dishes are cleaned

\_\_\_\_\_ Floors are clean (swept and mopped)

\_\_\_\_\_ All supplies (tables, chairs, tech equipment, etc) are returned to proper locations

\_\_\_\_\_ Food waste has been removed\_

\_\_\_\_\_ Garbage has been removed

\_\_\_\_\_ Lights are out

\_\_\_\_\_ Door is locked

Notes / Comments:

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