

SECTION 1. COMMUNITY USE POLICIES

POLICY 1. USAGE PRIORITY

1. City of Connell sponsored-programs.
2. Programs co-sponsored by the City of Connell.
3. Rental to Connell residents and organizations.
4. Rental to non-residents.

POLICY 2. APPLICATION PROCESS FOR RENTAL

1. Applications for facility or room use must be made in writing on reservation forms provided by the City. While City staff is happy to provide information on the phone, reservations cannot be completed over the phone. Please apply in person at the Connell City Hall, 104 E. Adams, Connell, WA 99326. Proof of residence may be required to receive the resident discount on rental rates (current Washington Drivers License or DMV Identification Card.)
2. Applications should be signed by the person responsible for the event or an authorized representative of the sponsoring organization. Fees and deposits are required when applications are filed. Facility/rooms cannot be reserved unless an application is on file.
3. Applications will be confirmed and final when signed by authorized City staff, fees are paid, and required permits have been obtained.
4. Fees may be paid by cash or check. A \$50.00 holding fee will be due at the time of reservation. Damage deposit and rental fees are due fourteen (14) days before the event. Applications made less than fourteen (14) days in advance require full payment at time of application. *Failure to pay damage deposit fourteen (14) days prior to event may result in cancellation of your event without refund.*
5. If there is alcohol to be served you are required to obtain a banquet permit (available at liquor stores). You must submit the permit no less than fourteen (14) days prior to the event.
6. Please understand that more than one rental group may be in the building at the same time.
7. The person signing the application is responsible for assuring compliance with all City policies and payment of fees, charges, and deposits concerning the rental, and any permits needed and any damages made thereof. The person who signs the application must be the same as the Person-in-Charge on the

application. All deposit refunds will be made to the Person-in-Charge or organization. To reduce the possibility of confusion, correspondence will be sent to the address listed on the application and all communications between the City and the applicant will be through the Person-in-Charge on the application.

8. Keys must be picked up on the day of the event at City Hall between the hours of 9:00 am and 5:00 p.m.
If your event is held when City Hall is normally closed, please pick up the key on the prior work day.

POLICY 3. REFUNDS AND CANCELLATIONS

1. If notice of cancellation is given less than seven (7) working days before the scheduled event, the rental fee and the \$50.00 holding fee is forfeited. If cancellation occurs fourteen (14) or less days in advance of the event, 50 percent of rental fee is forfeited. In the event of cancellation by the City of Connell, all applicable deposit and rental fees will be refunded. Rentals closed due to violations of City policies forfeit all rental fees.
2. Inclement weather or emergency circumstances may cause late opening, early closure, and/or cancellation of classes, activities, and rentals. If the facility is closed due to hazardous conditions, rentals will be cancelled and all fees refunded or the event rescheduled at the next available date.

POLICY 4. CONDITIONS OF RENTAL USE

1. Normal rental hours available are as follows: 7:00 a.m. to 11:00 p.m., Monday through Friday; special arrangements maybe made with the approval of the City Administrator.
8:00 a.m. to 1:00 a.m. Saturday; 8:00 a.m. – 12:00 a.m. Sunday.
Rental hours include set-up and clean-up.
2. The Person-in-Charge or the “Alternate” Person-in-Charge **must** be present at times during the rental including clean-up and set-up.
3. A chaperone is required for every 15 youths under the age 18 at a dance or social function. Chaperones must be at least 21 years of age. A list of chaperones may be requested before the event.
4. Please be as accurate as possible when estimating attendance for the event. The number of people allowed into the facility/room is limited to the capacity assigned to the space rented. Authorized City personnel may deny or close event if the number of people exceeds the original estimate. The City reserves

the right to terminate any rental to protect public safety and/or City property. Refunds will not be made in this instance.

5. Use of the Facility/Rooms may not be reserved on an on-going basis unless authorized by the Mayor or City Administrator. This provision does not apply to City-sponsored activities or events. Scheduled on-going uses may be canceled or moved to accommodate another use in order to keep the facility open and available to the public.
6. Requests for use of the facilities for election or political purposes shall be treated in a manner identical to any other permitted use. Fees for such use shall be charged as set forth below.
7. The use of tobacco and tobacco related products is prohibited within the Connell Community Center. Violations may result in suspension from future use and/or forfeiture of cleaning deposit.
8. Amplified Sound. Please be courteous and aware of sound impacts to other building users. Amplified live music or pre-recorded dance music may necessitate an exclusive building rental. The City does not provide 220 outlets. No Amplified music or sounds between the hours of 10:00 pm and 6:00 am.

POLICY 5. INSURANCE

1. A certificate of liability insurance may be required for certain activities. Additional insurance will be required for special events when merchandise or other valuable items are left in the building overnight. Insurance requirements for events will be reviewed by City staff on a case-by-case basis. Criteria for determining whether or not insurance is required include: the nature of the event, the number of people attending, and whether or not alcohol will be served.
2. If additional insurance is required, a one million dollar (\$1,000,000) certificate of liability insurance must be presented to the City of Connell staff prior to the event, clearly stating date and location of event, with "City of Connell" listed as additional insured. A certificate of insurance can be secured from most insurance companies for a minimal charge.

POLICY 6. SECURITY

1. If your event involves alcohol, security will be required. Alcohol is not permitted on City property outside of the building.

2. All arrangements and expenses for security will be borne by the renter.
3. Security must be provided by *uniformed* personnel, which will be limited to Washington State Commissioned Law Enforcement Officers or Washington State Licensed Private Security Officers. Persons hired to perform security duties must present a copy of a commission card in the case of law enforcement officers or a copy of the state issued license in the case of a private security officer. Persons hired to perform security functions who are not current Connell Police Reserve officers must be pre-approved by the Chief of Police.
4. Security shall be scheduled to arrive at the Connell Community Center rental event one-half hour before alcohol is to be served, and will leave one-half hour after your event is scheduled to end.
5. Persons hired to provide security for Community Center events will not investigate criminal activities past the point of gaining initial control of any incident. In the event that a crime needs to be investigated or an arrest needs to be made, an on-duty Connell Police Officer will be called to handle the incident. In the event of a fight or other act of violence, all available officers will be called to assist. The renter will reimburse costs incurred by the City of Connell for any police officer time spent investigating incidents or processing arrests made at the Community Center. Necessary reimbursements will be deducted from the alcohol deposit.

POLICY 7. CHECK-IN/CHECK OUT

1. The renting party will be allowed to occupy the facility ONLY during the times listed on the rental agreement. Any problems with a locked facility after hours, renter may call the Police non-emergency at 234-4141 for assistance.
2. As you plan the schedule for your event, be sure to consider the amount of time needed for the following:
 - a. Set-up and Decorations.
 - b. Deliveries*
 - c. Event
 - d. Clean-up

*Plan to be present for deliveries. Deliveries and pick-up can only be made during the time for which your facility/room use is approved. The City cannot accommodate overnight storage of equipment and supplies.

3. Before checking out please make sure:

- a. All windows and doors are firmly secured. Doors should be physically closed shut to make sure that they have latched.
- b. All lights are shut off (except emergency night lights).
- c. All tables and chairs have been cleaned
- d. The facility/room is left as you found it.

POLICY 8. EVENT SET-UP

1. City-owned equipment and furniture may not be removed from facilities. Any non-City equipment to be brought in must be approved by authorized City staff. All non-City equipment is the applicant's responsibility and expense.
2. Please do not drag tables, chairs, or other objects across polished floors.
3. The Connell Community Center has tables and chairs available for rental. Equipment fees are listed in the rate schedule below. The City of Connell Staff will set up equipment per your direction.
4. Due to limited space, storage will not be provided for Community Center rentals. All equipment, supplies, food stuffs, and decorations brought in by renters must be removed by the renter by the end of the rental time.
5. To provide a safe, attractive building, the following regulations are necessary:
 - a. All decorations must comply with the City's fire regulations. Any open flame (such as candles) must be approved in advance by City staff.
 - b. Mounting putty is the only approved use to affix decorations. **Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.**
 - c. Please do not throw confetti, birdseed, popcorn, glitter, silly string, rose petals, rice or other material inside or outside the Community Center. Such materials are very difficult to clean up and create unsafe conditions. Bubbles may be used outside the building.
 - d. Do not hang anything from the ceiling.

POLICY 9. BUILDING CLEAN-UP

1. Facility users are asked to return all areas used, inside and outside, to the condition in which they were found.
2. The following tasks are the responsibility of the renter:

- a. Deposit all bottles, cans, cups, paper products and other refuse in proper receptacles.
 - b. Wipe off sinks and table tops.
 - c. (If applicable) Clean kitchen; e.g., wipe up spills, clean oven, clean range tops, remove food from storage, refrigerator, etc.
 - d. Sweep and mop floors, as necessary. Please use the mop and mop water set out for you.
 - e. (If applicable) Clean restrooms.
 - f. Remove and dispose of any decorations brought into the facility/room as part of the rental.
 - g. Clean up garbage outside on building grounds.
3. Any staff costs involved in extra clean-up will be deducted from the cleaning/damage deposit at a rate of \$50.00/hour.

POLICY 10. DAMAGES

Any group, individual, or organization using the facility/room is responsible for damages incurred during use. If damage occurs, the Person-in-Charge and/or the organization represented will be responsible for any costs incurred to repair the damage or for excessive cleanup.

1. The City will retain all or a portion of the rental deposit to cover:
 - a. Cost of repairing the facility/room damaged during the rental period.
 - b. Costs for staff involved in cleanup for which the renter is responsible at a rate of \$50.00/hour.
 - c. Cost for rental should the event exceed the ending time indicated on the application.
 - d. Replacement for stolen or missing items from the premises while under the responsibility of the renter.
 - e. For not following the policies outlined in this manual
2. For deposit and fee amounts, refer to the current fee schedule on the application. Deposits will be processed after completion of rental following City Finance procedure guidelines.

POLICY 11. SUSPENSION FROM USE

Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the facility and/or participation in future programs by authorized City personnel.

SECTION 2. FEE AND DEPOSIT SCHEDULES

<u>Room</u>	<u>Group I</u>	<u>Group II</u>	<u>Group II</u> <u>4 hrs or less</u>	<u>Group III</u>	<u>Group IV</u>
Health	N/C	50.00	50.00	75.00	50.00
Meeting 1	25.00	35.00	35.00	50.00	35.00
Meeting 2	25.00	30.00	30.00	40.00	30.00
A.M. Erickson*	100.00	200.00	150.00	250.00	150.00
Multi-purpose*	150.00	300.00	225.00	350.00	225.00
Kitchen	75.00	150.00	100.00	150.00	75.00
Deposit (small rms)	25.00	30.00	30.00	50.00	30.00
Deposit (large rms)	Rent Val.	400.00	300.00	400.00	Rent Val.
Deposit (kitchen)	Rent Val.	Rent Val.	Rent Val.	Rent Val.	Rent Val.
Equipment (small rms)	5.00	15.00	15.00	15.00	5.00
Equipment (large rms)	25.00	50.00	50.00	50.00	25.00

*Use outside of normal hours is extra \$15.00/hour.

RATE SCHEDULE BY CLASSIFICATION:

Group I Classification

Non-profit membership groups for events which are community-based and involve activities which enhance the community. Recognized groups that are engaged in promoting activities and issues: Boy Scouts, Girl Scouts, Campfire Boys and Girls, PTA, Boys' and Girls' Clubs, Senior Citizens. The Organization must have a non-profit tax designation and provide us with a copy of their IRS 501(c)(3) designation letter.

Group II Classification

This classification shall be defined as any profit, commercial, and political activities. Additionally, private parties such as wedding receptions, retirement banquets, class reunions and other private parties not open to the general public. Any event not defined by classification I or III.

Group III Classification

Convention and trade show activities; activities of commercial entities selling a product or service on a one-time or occasional basis.

Group IV Classification

North Franklin School District, Department of Corrections and private or business use by a public agency.

ONGOING USER RATES: Rental rates for entities or individuals applying for use of the facility where the frequency of use is expected to be greater than or equal to once per week will be established by a separate use agreement with the City of Connell. The

provisions of Community Center Policy 4(5) will still apply to any negotiated use agreement.

CLEANING/DAMAGE DEPOSIT: Rental of either one or multiple small rooms will incur the same deposit amount. Rental of either one or both large rooms will incur the same deposit amount and includes the Kitchen deposit so long as the Kitchen has been rented. A deposit for use of the Kitchen will be required when rented without the use of one or both large rooms.

ALCOHOL DEPOSIT: \$500.00 additional to the above cleaning/damage deposit. Two security officers are required to be present at all times during the event. Renter is responsible for hiring security personnel and obtaining all liquor/banquet permits.

DEPOSIT REFUND: All rules regarding damage and clean up must be followed. A full refund will be made by check within 30-days following your event unless there is any breakage, damage or the facility is not left in a clean condition. If there are any violations of breaking the contract the City of Connell may withhold a portion or all of the refund. For cancellation of an event contact the City Hall.

FEES WAIVED:

The City has waived rental/use fees for the following activities and City-sponsored events:

1. Senior Citizen activities (Keenagers)
2. City recreation programs
3. Meals on Wheels program
4. City business and public meetings
5. Connell Fall Festival events
6. Wine & Brewfest
7. Halloween Celebration
8. Chamber of Commerce Annual Banquet