



**COMMUNITY CENTER RENTAL AGREEMENT**  
*City of Everson*

111 W. Main Street, Everson WA 98247

**Phone: (360) 966-3411 Fax: (360) 966-3466 [www.ci.everson.wa.us](http://www.ci.everson.wa.us)**

**\*\*\*No Alcohol Permitted at any City Buildings or Parks\*\*\***

**Day & Date of Event:** \_\_\_\_\_ **Time In:** \_\_\_\_\_ **Time Out:** \_\_\_\_\_

**Type of Activity or Organization:** \_\_\_\_\_ **# Attending:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Residence Address:** \_\_\_\_\_

**COMMUNITY CENTER**

☐ **Hall** Rental: \$100/day Damage Deposit: \$100.00 \$ \_\_\_\_\_

☐ **Kitchen** Rental: \$100/day Damage Deposit: \$100.00 \$ \_\_\_\_\_

**Amenities:** Included in Rental and available for use; \* 12 Round Tables \* 4 Rectangle Tables (8 ft. long) \* 3 Square Tables (Two Tables 8x3 and One table 5x2 ½) \* 84 Chairs / Max Occupancy: 113

**Make Deposit Refund Check Out to:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone#** \_\_\_\_\_

**EVERSON CITY PARK**

**Park Rentals:** (Half Day: 4 hours or Less / Full Day: 4 Hours or More)

☐ **Eagle Pavilion**

**Rental:** \$20/ Half Day \$30/Full day \$ \_\_\_\_\_

**Amenities:** Water Faucet, Electricity, Two (2) picnic tables

☐ **Lion's Gazebo**

**One (1) Day Rental:** \$20/ Half Day \$30/Full day \$ \_\_\_\_\_

**Amenities:** Electricity

**RIVERSIDE PARK**

☐ **Pergola** \$10/ Half Day \$20/Full day \$ \_\_\_\_\_

**Amenities:** Water Faucet, Two (2) BBQ Stands, Two (2) Benches

☐ **Covered Area** \$10/ Half Day \$20/Full day \$ \_\_\_\_\_

(Concrete Floor / Behind Restrooms)

☐ **Ball Field #1 - Eastside** \$10/ Half Day \$20/Full day \$ \_\_\_\_\_

(Adult Charge / NO CHARGE FOR YOUTH)

☐ **Ball Field #2 - Westside** \$10/ Half Day \$20/Full day \$ \_\_\_\_\_

(Adult Charge / NO CHARGE FOR YOUTH)

**TOTAL RENTAL PAID:** \_\_\_\_\_

**TOTAL RENTAL FEES DUE:** \_\_\_\_\_

**TOTAL DEPOSIT PAID:** \_\_\_\_\_

**TOTAL DEPOSIT DUE:** \_\_\_\_\_

☐ Put on Calendar

☐ Put in Outlook Calendar

☐ Copy for Public Works Supervisor

## **EVERSON FACILITY RULES & REGULATIONS**

### **Reservations:**

Reservations are made on a first come, first serve and written application basis only and can be made through Everson City Hall.

### **Rental Fees:**

The signatory of the rental agreement (lessee) will be considered the responsible party in case of damage, theft or disturbances during the event. The city reserves the right to collect costs from the lessee for repairs and/or replacement of damages. Such charges will be deducted from the damage deposit. Damages exceeding the amount of the deposit are the lessee's responsibility.

### **Damage Deposits:**

Damage deposits due at time of scheduling reservation. Damage deposits will be returned within 15 days following your event, subsequent to City Clerk approval, and on the condition the rented facility and/or equipment was left in satisfactory condition and all keys have been returned.

Any cleaning that is required after the event will be billed at the present hourly fee and deducted from the deposit.

### **Parking:**

Parking is available behind Everson City Hall. Riverside Park parking is located at park entrance and Riverside Pergola parking is available at entrance of Pergola. All City parks are for public use also; including parking and restrooms.

- Facility users must comply with all City ordinances (*EMC chapter 9.20.020 Offenses in Public (Drinking Liquor and EMC Chapter 9.20.030 Public Noise Disturbance)*), and rules and regulations set forth and approved by the City Council. Any violation may result in the forfeiture of deposit.
- Reservations will be accepted up to six months prior to the requested date.
- The rental agreement allows the lessee to occupy the facility **no earlier than 6:00 a.m. to no later than 12:00 midnight**.
- It is the responsibility of the renter to pick up the key during office hours, Monday-Friday 9:00 a.m. to 5:00 p.m., except holidays, unless advance arrangements are made. Keys must be returned at the end of your event. There is a drop box located at the corner of the City Hall building where keys can be deposited.
- All garbage should be placed in garbage cans provided. Any excess garbage should be taken with renter.
- City Hall has available 84 chairs, 12 round tables and 4 rectangular tables at no additional charge. The City Hall is setup initially with Six (6) Round Tables with Eight (8) Chairs around each table. If any additional tables and chairs are needed, it is the responsibility of the renter to set up. It is the responsibility of the renter to put away any additional tables and/or chairs that were used.
- **DO NOT** move Chair or Table Cart. Tables and Chairs can be removed from carts and placed where needed. Do not roll or drag tables across floor. Do not drag chairs across floor. Pick up tables and/or chairs and carry them where needed.
- Consumption of alcoholic beverages is **STRICLY PROHIBITED**.
- Use of Pool Table(s) is Prohibited.
- All minors on the premises must have adequate adult supervision. Children under the age of 12 are not to be left unattended on City Property.

- No food or drink is permitted in the stage area.
- Smoking is not permitted inside the facility or the outside entrances.
- All entrances must be secured and locked when leaving the building at the conclusion of the event. All lights in the facility must be turned off upon leaving the facility.
- Additional liability insurance may be required.
- The kitchen can be used to prepare meals. The facility does not supply cooking, kitchen or service items.
- All decorations, garbage, food and beverages must be removed from the facility immediately following the event.
- Decorations may be attached to the walls and windows with masking tape or other NON-marring materials. **DO NOT** use nails, hooks, tacks, staples or glue.
- The use of candles or any other open flames is **strictly prohibited** anywhere inside or outside the facility.
- Throwing rice, birdseed, rose petals, confetti, etc. inside or outside the facility is not permitted. No decorations of any kind may be hung from the rafters.
- The City of Everson will not be held responsible for any lost, stolen, damaged, or items left in the facility after the event.
- The heat controls are pre-set at 60 degrees. Be sure that the temperature is set at 60 prior to leaving the building.

**AFTER HOURS CALL:**

- For after hours questions or concerns contact Public Works, (360) 410-9396

**CLEANING**

Immediately following the event, the facility shall be returned to its pre-rental condition.

KITCHEN	HALL
<input type="checkbox"/> Ovens Must be Clean <input type="checkbox"/> Kitchen Floor must be wet Mopped <input type="checkbox"/> Counters Wiped Cleaned <input type="checkbox"/> Clean Kitchen <input type="checkbox"/> Clean Sink <input type="checkbox"/> Take garbage to dumpster in back across the alley (small key on key chain is for dumpster) <input type="checkbox"/> Make sure the doors are locked <input type="checkbox"/> Check that all food waste has been cleaned out of the dishwasher, refrigerator and freezer.	<input type="checkbox"/> Carpeted Areas Vacuumed <input type="checkbox"/> Use Swiffer Wet Jet ONLY on Wood Floors to spot mop spills <input type="checkbox"/> Tables wiped clean <input type="checkbox"/> Sweep Wood Floor <input type="checkbox"/> Count Chairs (84) Black Ones <input type="checkbox"/> Take garbage to dumpster in back across the alley (small key on key chain is for dumpster) <input type="checkbox"/> Make sure the heat is turned down to 60 degrees <input type="checkbox"/> Make sure the doors are locked <input type="checkbox"/> Put tables and chairs back the way they were (please do not drag the tables across the floor as they leave marks)
<ul style="list-style-type: none"> <li>• Bathrooms shall be cleaned and refuse emptied.</li> <li>• Cleaning supplies are in the cabinet under the sink outside of the kitchen. There are also cleaning supplies in kitchen under the sink.</li> </ul>	

**DO NOT MOP THE HARDWOOD FLOOR - USE SWIFFER WET JET ONLY TO SPOT MOP SPILLS**

- All items brought into the facility are to be removed by the end of the rental time period.

The lessee shall indemnify elected officials, and insurers, from any and all damages costs or expenses, including attorney's fees, by any person or entity in law or equity that may at any time arise, be claimed, or be set up because of damages to property, bodily or personal injury caused in any manner by lessee's use of the premises in connection with this agreement, to the extent such damages, costs, or expenses are caused by any act or omission of the lessee, or its agents, servants, employees, or contractors. If lessee fails to pay any fees or monies due, then lessee agrees to pay all costs, fees and attorney fees associated with collections of those debts. The City of Everson is not responsible for lost or stolen property. I agree that law enforcement may conduct inspections and reviews of the premises during the rental period.

**I HAVE READ THE ABOVE AGREEMENT IN ITS ENTIRETY AND BY SIGNING BELOW CONFIRM MY UNDERSTANDING OF THE POLICIES, PROCEDURES, AND RULES AND REGULATIONS REQUIRED FOR FACILITY RENTAL.**

**PRINT NAME** \_\_\_\_\_

**LESSEE SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**FOR OFFICIAL USE**

KEY NUMBER ISSUED:	
DATE KEY RETURNED:	
INSPECTED BY:	
DEPOSIT:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied Explain if Denied:
DEPOSIT REFUND CHECK #:	
DATE ISSUED:	

# Community Center Layout

