

Centralia Parks & Recreation Department
2009-10 Depot Multi-Purpose Room Application –A National Historical Site
PO Box 609 Centralia WA 98531
(360) 330-7688

Date(s) Requested: _____ Time: _____

Type of Activity Planned _____

Name of Organization _____ Name of Person in charge _____

Day Ph _____ Home Ph _____ Address _____ City/Zip _____

Reservations may be made up to 12 months in advance to the day at the Centralia Parks Office during regular office hours, 8 AM – 5 PM, Monday through Friday.

Reservations may be made by phone or in person, however, if a line exists when office opens, those outside waiting will be helped before phone calls. A party has seven days after date is requested to return completed application with required rental fees to Centralia Parks Department. If the completed application and fees are not received on or before the seventh day, the reservation date will be automatically cancelled and reopened to others. Insurance and Alcohol Application and fees must be paid to WASHINGTON CITIES INSURANCE AUTHORITY by going online www.ebi-ins.com/tulip and inserting the code: 0465-028.

Cancellation received less that ten days before said event will result in forfeiture of facility fees, however, deposit will be returned.

Keys: Party is responsible for picking up key at Centralia Parks Office the day of event, Monday –Friday, 8 AM- 5 PM. For weekend dates, party is responsible for picking up key the Friday prior during office hours (8-5 PM). Party is responsible for locking up, securing and cleaning the space, securing the doors and depositing key in the “Drop” box outside building.

Restrictions of use:

- 1) No decorations allowed on walls or ceiling. No attachments to walls or ceiling. This is a National Historical Site and should be treated as such.
- 1) All beverages must be in unbreakable containers.
- 2) No animals are allowed.
- 3) No political banners or signs allowed outside of Multi-Purpose Room

Responsibilities:

Party must clean & vacate facility by 10 PM. No cleaning supplies are available. Party is responsible for bringing own mop, broom, cleaners and towels. Floor must be swept and mopped. Full garbage bags are to be placed outside in garbage dumpster on the south end. All counters, sink, stove, microwave, including drip pans must be cleaned. Remove any spilled food. Clean and empty refrigerator, freezer, and dishwasher. Windows should be left clean without dirt and smudges. Before exiting building, turn off lights lock both doors and place key in Key Box outside building in "Drop" box. Failure to complete any of the above responsibilities will result in fines and/or loss of deposit.

Fees:

Daily Use Fee - \$80 payable to Centralia Parks Dept

Deposit - \$150 payable to Centralia Parks Dept

Liability insurance is required by going to: www.ebi-ins.com/tulip and inserting the code 0465-028.

Agreement: The applicant shall indemnify and hold harmless the City of Centralia, its elected/appointed officials, its employees and agents from and against any and all claims, demands, suits, action payments, and judgments as a result of injury or death of any person or property sustained by applicant or any other person which arises from or in any other manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees in the execution of this facility use agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim. The applicant further agrees to adhere to all rules, regulations and policies of the Centralia Parks & Recreation Department. I hereby understand that I will follow the attached policy and that I will be billed for labor/materials incurred at the Depot. Billings not paid with 30 days will be turned over to a collection agency and be subject to fees assessed by the collection agency.

Date

Signature of Applicant or Authorized Representative

Amenities:

Square Footage: 1,400; Occupancy: 93. 70 folding chairs, 12-- 6 foot tables, 1 Convection Oven, 1 Refrigerator/Freezer, 4 burner stove top, 1 microwave oven, double sinks. Outlets: 1 in hallway, 3 on walls, 2 on floor. Access to handicap accessible Mens and Womens Restrooms down the hall.

Office Use Only

Approved / Denied Rec # _____

Date paid _____ Key # _____ Ini _____