



City of Covington
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Covington, WA 98042

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Community Room Rental Procedures and Regulations Form

*This form shall be reviewed and initialed by the individual/organization responsible for the rental of the Community Room (the “Renter”). **The Renter’s initials signify acknowledgment and acceptance of each procedure and regulation.** After completion, please return to the City of Covington with a completed Reservation Form.*

Initial

Rental Procedures

- _____ 1. Reservations will be taken on a first come, first served basis. All reservations must be accompanied by this initialed Rental Procedures and Regulations Form, a completed Reservation Form, required damage deposit, and full rental fee. **Requests made less than 7 business days prior to your event may be denied based on staff availability for processing. No reservation will be confirmed until all required paperwork and payments have been received.**

- _____ 2. The damage deposit will be refunded if the rental rules have been followed, no damage is noted, and the cleanup is satisfactory pursuant to the *Community Room Rental Damage Report*. The damage deposit will be refunded to the credit card used for the deposit OR if original payment was made by cash or check, a refund check will be mailed to the person/organization that paid the damage deposit within four weeks after the date of the event.

- _____ 3. The Renter will be charged fees in accordance with the City’s Fee Schedule. These rates are subject to change per resolution adopted and approved by the City Council. Fees in effect on the date of the event will be the fees charged. There is a two-hour minimum rental for after hour rentals requiring the Facility Monitor.

- _____ 4. The Renter is responsible for any and all damage and/or cleanup of the Community Room. Fees to clean and/or repair the facility will be calculated on a time and materials basis and deducted from the damage deposit. In the event costs exceed the deposit amount, the additional costs will be billed to the Renter.

- _____ 5. Rescheduling or rental modifications must be requested at least seven (7) days prior to the event date. Rescheduling or rental modifications are subject to the City’s approval and based upon availability.

- _____ 6. Cancellations must be made in writing or via e-mail at least fourteen (14) days prior to the event date. A cancellation is not final until the Renter receives a response by the City that acknowledges and confirms the cancellation. A cancellation made at least fourteen (14) days prior to the event will receive a 100% refund, less an administrative fee of \$10.00. **Cancellations less than fourteen (14) days prior to the event date will forfeit 50% of the rental fee and the administrative fee of \$10.00.** Damage deposits will be refunded in full in the event of a cancellation. No refunds will be issued for unused rental hours. The City Manager or designee reserves the right to revoke the use of the Community Room when the space is needed for city related business or activities or if a user violates the Rental Procedures and Regulations.

- _____ 7. The Renter will be charged for all hours of building occupancy. **Reservations must include all time required for setup, decorating, deliveries, and cleanup.** The Renter's admission into the facility will be in accordance with the hours specified in the Community Room Reservation Form.
- _____ 8. The Community Room kitchen is available to rent for an additional fee. Kitchen rental includes the use of the refrigerator, oven, microwave, dishwasher and sink. Silverware, dishes, paper products, towels, glasses, or other kitchen supplies **are not available** with the exception of cleaning products to be used to restore the kitchen to its original condition. **Coffeemaker/coffee is not for renter use.**
- _____ 9. The Renter assumes responsibility for payment of fees, setup, cleanup of facility, and any damages to equipment or property. The Renter will provide a responsible adult of at least 21 years of age to be present at all times during rental activities. All minors on the premises must also have adult supervision **in and outside** of the Community Room. **Common areas outside of the Community Room (lobby, stairwell, elevators) are not a part of the rental and are off limits to renters/guests except to walk to and from the large restrooms. Loitering in and/or children playing in the lobby, on the elevator or in the stairwell is not allowed.**
- _____ 10. The Renter is responsible for the security of personal items. The City of Covington is not responsible for, nor will provide security for, facility rentals.
- _____ 11. A Facility Monitor or designee from the City shall be on site and available at all times during the scheduled event. **If a Facility Monitor cannot be obtained for a particular event, that event cannot be scheduled and will not take place.**
- _____ 12. Prior to and following the rental period, the Facility Monitor on duty and the Renter will assess the facility using the *Community Room Rental Damage Report* provided by the City to inspect for cleanliness and damage.
- _____ 13. All items brought into the building by the Renter must be removed by the end of the rental period. The Renter must remove food, materials, equipment, furnishings, decorations, or trash left after the use of the facility in compliance with the *Community Room Rental Damage Report* which will be noted and enforced by the Facility Monitor prior to the Renter leaving the facility. The facility must be left in the same condition noted prior to rental.
- _____ 14. It is the responsibility of the Renter to setup and move furnishings as desired. The Renter must stack chairs (**no more than nine high**) and move all furnishings back to their original position before leaving the facility.
- _____ 15. Live, unamplified and amplified music is permitted inside the facility and shall comply with the Covington Municipal Code and all regulations and procedures.
- _____ 16. Tacks, tape, nails, wire, staples, birdseed, rice, glitter, or any other material that may damage the facility is not permitted.
- _____ 17. Attaching decorations to walls, windows, or ceilings is not permitted. The Renter may use freestanding decorations. Existing artwork, wall hangings, banners, etc. must not be moved or altered in any way.
- _____ 18. Any use of flammable materials, such as candles, is prohibited. The exception would be for sterno cans, however, they must be removed following the event and taken home for disposal.

- _____ 19. Use of illegal drugs, tobacco products, and/or gambling is not permitted. The City of Covington Community Room is a non-smoking facility.
- _____ 20. The Renter hosting a public event shall not restrict entry or practice discrimination of any kind.
- _____ 21. Only those rooms specified on the application will be available for use by the Renting Party. **The maximum occupancy of the Community Room shall never exceed 191.** Emergency procedures and after hours contact information are posted in the Community Room, however, 911 should be called immediately in case of any serious emergency (dial "9" to get outside line then 911).
- _____ 22. The Renter is required to complete and/or obtain the following for any event in the Community Room where alcoholic beverages will be served or provided:
1. *City Notice and Request for Comments* routing slip to inform City police, fire and other appropriate departments of an upcoming event.
 2. *City Alcohol Use Agreement*.
 3. Washington State Liquor Control Board Banquet Permit (available for purchase at any Washington State Liquor Store).
 4. Liquor Liability Insurance as required or in a minimum amount of \$1,000,000 naming the City as additional insured.

Legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract (the Renter) and purchasing the WSLCB Banquet Permit. Consumption of alcohol by minors is prohibited by state law and will be strictly enforced.

- _____ 23. A Renter conducting a special event (groups over 100 or events with liquor) is responsible for providing a copy of special event insurance in a minimum amount of \$1,000,000 (the Renter is responsible for providing insurance coverage in an amount to be determined by the scope of the event) naming the City as an additional insured. Depending on the planned activity, insurance may be available through the Washington Cities Insurance Authority (WCIA). The City can provide an application for this coverage if you or your organization does not have Commercial Liability Insurance or the ability to obtain it.

The City may in its sole discretion require the Renter to provide evidence of appropriate commercial general liability insurance with the City named as an additional insured prior to the Renter's use of city facilities.

- _____ 24. The City will also require of any renters taking in money at their event **"for profit"** to submit with their reservation and/or ten business days prior to the event a **copy of their City of Covington Business License**.
- _____ 25. The misuse of the facility as determined by authorized City staff or the failure to comply with the City's Procedures and Regulations will be sufficient cause to terminate an event, enforce forfeiture of the damage deposit, and deny any further applications.
- _____ 26. There are restricted parking areas at City Hall. Careful attention must be paid to parking lot signage by the Renter and guests. Suggested parking is along the west side of City Hall, and in the back, north lot area.