

BUILDING RENTAL & BUILDING USE POLICIES

ACTIVITIES BUILDING

Building Capacity:	Three hundred (300)
Floor Size/Outlets:	Fireside Room; approximately 25' X 40' with three (3) duplex outlets 20 amp circuits Lower Area; approximately 60' X 60'; five (5) duplex outlets 20 amp circuits; one (1) 208 volt outlet. All band/music equipment must be set-up in the <u>Lower Area</u> , to maintain accessibility requirements.
Table/Chairs:	Thirty (30) 8' X 2-1/2' tables; three hundred (300) chairs (for indoor use only)
Kitchen:	Kitchen: One (1) stove, two (2) refrigerators, one (1) triple sink and one (1) double sink; eight (8) duplex outlets 20 amp circuits. The City does not furnish coffee pots, pans, dishes, utensils, or extension cords. Food is allowed; personally prepared or catered.
Accessibility:	ADA Accessible
Heating & A/C:	Heating & Air Conditioning
Miscellaneous:	Liability insurance is required for all building rentals. There is a no smoking policy in effect for all City facilities and/or buildings. One (1) 6' ladder is provided for decorating.
Rental Fees:	All fees receipted are non-refundable and non-transferable, unless otherwise noted herein.
❖ Full Building:	Definition: All rentals on Friday, Saturday, Sunday, Holidays; and Mid-week rentals, which include alcohol and/or ends after 10:00 P.M.; all events must end no later than 12:00 A.M. Includes up to one hundred thirty five (135) parking passes (sold separately @ \$2.00 each)
	\$800.00 APRIL THRU SEPTEMBER: Minimum Rental: Two (2) hours
	\$500.00 OCTOBER THRU MARCH: Minimum Rental: Two (2) hours
	\$30.00 Each additional (consecutive) hour rental before 10:00 P.M.
	\$55.00 Each additional (consecutive) hour rental after 10:00 P.M.
❖ Mid-Week:	Definition: All rentals on Monday, Tuesday, Wednesday and Thursday (except Holidays), no alcohol served (if a youth-oriented event), available between 4:00 P.M. and 12:00 A.M.; clean-up time must be added into hours rented. Cleaning / damage deposit and full payment is required at the time reservations are made.
	\$210.00 JANUARY THRU DECEMBER: Minimum Rental: Three (3) hours
	\$30.00 Each additional (consecutive) hour rental before 12:00 A.M.
Event Set-Up Arrangements:	The Authorized Group Representative must make arrangements to meet with Parks Department personnel to gain access to the facility for set-up and/or decorating. Please keep your scheduled appointments; Parks Department personnel will meet the Authorized Group Representative two (2) times, if necessary. At the first opening, Parks Department personnel will go over information regarding the building and address any questions or concerns. If available, the building may be accessed, for set-up and/or decorating purposes, as follows:
	\$175.00 Friday set-up for Saturday rental (Reserved): Hours: between 4:00 P.M. and 10:00 P.M. May be reserved at the time of Saturday building rental; includes the kitchen. A separate damage deposit is required.
	No Charge Friday set-up for Saturday rental (Non-Reserved): If the building has not been rented, one week prior to the scheduled event, the building may be accessed between 3:00 P.M. and 4:30 P.M. Earlier times may be available upon approval. If needed after park hours, the "Mid-Week" rental rate will apply.
	No Charge Saturday set-up for Saturday rental: The earliest the building may be accessed, for set-up, is at 10:00 A.M. on the day of the rental.

BUILDING RENTAL & BUILDING USE POLICIES

YOUTH BARN

Building Capacity:	Two hundred twenty-five (225)
Floor Size/Outlets:	Main Floor; approximately 74' X 44'; thirteen (13) duplex outlets 20 amp circuits; three (3) 208 volt outlets Loft; approximately 30' X 30'; three (3) duplex outlets 20 amp circuits
Table/Chairs:	Twenty-two (22) 66" round tables; six (6) 8' x 2-1/2' tables; two hundred twenty-five (225) chairs (for indoor use only)
Kitchen:	Kitchen: One (1) stove, two (2) refrigerators, one (1) triple sink, one (1) double sink and one (1) single sink; ten (10) duplex outlets/20 amp circuits. The City does not furnish coffee pots, pans, dishes, utensils, or extension cords. Food is allowed; privately prepared or catered.
Accessibility:	ADA Accessible
Heating & A/C:	Heating & Air Conditioning
Miscellaneous:	Liability insurance is required for all building rentals. There is a no smoking policy in effect for all City facilities and/or buildings. One (1) 6' ladder is provided for decorating.
Rental Fees:	All fees receipted are non-refundable and non-transferable, unless otherwise noted herein.
❖ Full Building:	Definition: All rentals on Friday, Saturday, Sunday, Holidays; and Mid-week rentals, which include alcohol and/or ends after 10:00 P.M.; all events must end no later than 12:00 A.M. Includes up to one hundred (100) parking passes (sold separately @ \$2.00 each)
	\$600.00 APRIL THRU SEPTEMBER: Minimum Rental: Two (2) hours
	\$400.00 OCTOBER THRU MARCH: Minimum Rental: Two (2) hours
	\$30.00 Each additional (consecutive) hour rental before 10:00 P.M.
	\$55.00 Each additional (consecutive) hour rental after 10:00 P.M.
❖ Mid-Week:	Definition: All rentals on Monday, Tuesday, Wednesday and Thursday (except Holidays), no alcohol served (if a youth-oriented event), available between 9:00 A.M. and 12:00 A.M.; clean-up time must be added into hours rented. Cleaning / damage deposit and full payment is required at the time reservations are made.
	\$210.00 JANUARY THRU DECEMBER: Minimum Rental: Three (3) hours
	\$30.00 Each additional (consecutive) hour rental before 12:00 A.M.
Event Set-Up Arrangements:	The Authorized Group Representative must make arrangements to meet with Parks Department personnel to gain access to the facility for set-up and/or decorating. Please keep your scheduled appointments; Parks Department personnel will meet the Authorized Group Representative two (2) times, if necessary. At the first opening, Parks Department personnel will go over information regarding the building and address any questions or concerns. If available, the building may be accessed, for set-up and/or decorating purpose, IF AVAILABLE, as follows:
	\$275.00 Friday set-up for Saturday rental (Reserved): Hours: between 10:00 A.M. and 10:00 P.M. May be reserved at the time of Saturday building rental; includes the kitchen. A separate damage deposit is required.
	No Charge Friday set-up for Saturday rental (Non-Reserved): If the building has not been rented, one week prior to the scheduled event, the building may be accessed between 10:00 A.M. and 4:30 P.M. Earlier times may be available upon approval. If needed after park hours, the "Mid-Week" rental rate will apply.
	No Charge Saturday set-up for Saturday rental: The earliest the building may be accessed, for set-up, is at 10:00 A.M. on the day of the rental.

RESERVATIONS & INFORMATION
509.248.0432

BUILDING RENTAL & BUILDING USE POLICIES

Cleaning / Damage Deposit: \$150.00 Cleaning / Damage Deposit is required for all building rentals. The deposit is fully refundable if all conditions are satisfied upon the City's inspection. Please refer to "Clean-Up & Damages" section. There are no additional charges for clean-up time on Full Building rentals.

Down Payment: \$200.00 "Full Building" rentals are allowed one (1) hour following, the event, for clean-up
"Mid-Week" rentals must include clean-up time in the hours rented.
A down payment is required at the time of all "Full Building" rentals and will be applied to the total reservation fees and charges.

If any rental, "Full Building" or "Mid-Week" is cancelled and the City is able to re-rent the facility, for the same date, the City will begin the process to refund the amount deposited, less a \$25.00 processing fee. In the event the City must cancel the reservation for reasons, which are no fault of the renting group, the total amount paid will be refunded.

The only person authorized to cancel, or make changes to, the original reservation is the person whose signature is on the Building Rental Agreement. If a change is made on the original request, which results in a difference in fees and charges, the Authorized Group Representative will be responsible for any fees and charges over and above the original total. Any reduction in fees and charges will be refunded if the charges have already been paid. Completion of the City's "Reservation Cancellation" form is required; must be in person; will require proof of identification. Any and all refunds will be processed on the last working day of each month; no exceptions.

Banquet Permit Application: \$28.00 No alcoholic beverages are allowed in the City parks, without prior approval. If you plan to serve / consume alcohol during your event, completion of a "Special Permit to Consume Liquor" (Banquet Permit) application, prior approval, evidence of the required certificate of liability insurance, and an agreement for licensed Uniformed Security Officer services is required.

Processing, to be granted approval to serve alcohol, takes an average of three (3) weeks. The process will begin once evidence of the required certificate of liability insurance and the security officer agreement is presented to the reservation clerk. Without the approved required documents events will not be allowed to have alcohol on City property. Absolutely no exceptions ~ will be strictly enforced.

Once your application has been approved, and final payment for the rental has been received, the City will provide a Banquet Permit Authorization letter. The Authorized Group Representative must log on to <http://www.liq.wa.gov/licensing/banquet-permits> to purchase a Banquet Permit (approximately \$10). The Washington State Liquor Control Board will provide instructions for use at the scheduled event. The license must be posted on the day of your event and all alcohol must be kept in designated areas only.

Payment Options: For your convenience, the City accepts the following methods of payment: Cash, Debit, Personal Checks, Money Orders, Visa, & MasterCard.

Liability Insurance: Liability insurance is required for all building rentals. In order to obtain the required coverage, and prevent any delays, please contact your insurance agent and inform them of the following requirements.

Liability insurance coverage with the City of Union Gap and the City's officers, employees and agents named as additional insured parties; and affording death, personal injury and property damage liability coverage in the amount of not less than one million dollars (\$1,000,000). Additional endorsements for host liquor liability and/or product liability is required in the event food, beverages and/or alcoholic beverages are to be dispensed.

You may also call 1.800.507.8414 or go to <https://www.ebi-ins.com/tulip/> where you may obtain further information and apply for the necessary insurance; listed below are the "Facility / Venue / Entity ID's", which you will need for the above listed website. Youth Barn 0465-169; Activities Building 0465-170; or Shelter and Picnic Reservation 0465-171.

The applicant shall file with the reservation clerk, no later than three (3) weeks prior to the event, evidence of the required certificate of liability insurance.

RESERVATIONS & INFORMATION
509.248.0432

BUILDING RENTAL & BUILDING USE POLICIES

Security:

The City of Union Gap requires licensed Uniformed Security Officers for any event held in the Activities Building, or the Youth Barn, if the criteria listed below applies to the scheduled event.

- Adult-Oriented Event: With alcohol ending after 10:00 P.M.
- Youth-Oriented Event: With alcohol ending before 12:00 A.M.
- Youth-Oriented Event: Without alcohol ending after 10:00 P.M.

All scheduled events must end no later than 12:00 A.M.; one (1) additional hour is allowed for clean up after the scheduled end time. Two (2) licensed Uniformed Security Officers are required as follows. One (1) will cover the last five (5) hours of the scheduled event rental time & one (1) will cover the last four (4) hours of the scheduled event rental time; PLUS one (1) hour allowed for clean up after the scheduled end time, OR until the park is vacated, whichever is later.

The original contract, which the applicant enters into with a licensed Security Company, must be presented to the reservation clerk no later than three (3) weeks prior to the scheduled event rental date. Licensed Uniformed Security Officer providers will be responsible for coverage of the entire building, its perimeter, and the parking lot area, which is provided for those attending the scheduled event. For all rentals, which require security, the applicant must comply with this Security Policy, applicable Federal, State and/or local laws, and all other conditions listed on the Building Rental Agreement, signed by the applicant.

In order to assure that the applicant is able to obtain the required Uniformed Security Officer, arrangements should be made as soon as possible. Security is the full responsibility of the Authorized Group Representative, not the City of Union Gap. An Authorized Group Representative will provide additional supervision/security, at their own expense, as the Director may determine necessary for their event.

Clean-Up & Damages:

“Full Building” rentals are allowed one (1) hour following, the event, for clean-up; “Mid-Week” rentals must include clean-up time in the hours rented. No rentals will be allowed past 12:00 A.M. There are no additional charges for a “Full Building” rental clean-up time.

When the event is scheduled to end, the Authorized Group Representative will be allowed one (1) hour to clean the building and vacate the park (except mid-week rate rentals). The only people allowed in the facility are those helping with clean up.

If you anticipate clean-up, or band equipment removal, will take longer than one (1) hour, please adjust your event ending time in order to comply with this policy. It is the responsibility of the Authorized Group Representative to notify their music provider of the time the building must be vacated. Everything brought into the building for the event, must leave the building immediately following the event (including band equipment). The facilities must be left in a clean, orderly condition; tables and chairs must be put back as they were upon arrival. Trash must be picked up and placed in the outside garbage bin. Large spills must be cleaned up and the floors swept.

In the event the City is required to repair damages, provide excessive cleaning, or cleaning beyond normal routine cleaning, the City will deduct the actual repair costs associated with the repair/cleaning from the deposit. If the costs exceed the deposit amount, an extra cleaning fee may be billed to the person whose signature is on the Building Rental Form. Any remaining (if applicable) will be refunded.

Commercial Use:

Private non-profit organizations may use the facilities during the course of fundraising events, with the prior approval of the City. Commercial use of any facility is prohibited.

Discounts:

Organized non-profit youth groups, with more than 50% of the youth under seventeen (17) years of age; and senior citizens, with more than 50% of the participants age sixty (60) years of age, and over, may subtract 10% from the total reservation fees of one hundred dollars (\$100.00) or more.

RESERVATIONS & INFORMATION
509.248.0432

BUILDING RENTAL & BUILDING USE POLICIES

ACKNOWLEDGEMENT

Once the date, time, and availability has been determined, the reservation process will take approximately forty-five (45) minutes.

1. Reservations are on a “first come, first served” basis and may be at City Hall, at any time of the year. Reservations must be made at least three (3) weeks prior to the reservation date.
2. Reservations are taken Monday thru Thursday from 7:00 a.m. to 11:00 a.m. and 1:00 p.m. to 5:00 p.m.
3. The person making the reservation must be at least twenty-one (21) years of age and made in person at Union Gap City Hall.
4. The applicant who signs as the “Authorized Group Representative” on the Building Rental Form must be the individual whose name is on the Liability Insurance (required for all building rentals), licensed Uniformed Security Officer contract (if applicable), and the Banquet Permit Application (if applicable).
5. The individual personally signing the Building Rental Form, as the “Authorized Group Representative” and on behalf of the group, accepts any and all responsibility or liability for the care or use of the facilities rented; the conduct of the participants and spectators of the event at the facilities rented; and for the occurrence of damages and will be billed accordingly.
6. The signature of the “Authorized Group Representative” indicates that all policies, and regulations for rental and use of facilities, are understood.
7. To ensure your events’ rental is processed properly ALL required documents MUST be submitted, to the Clerk, NO LATER THAN three (3) weeks prior to the rental date.
8. All fees and charges are payable in advance only. Final payment is required NO LATER THAN three (3) weeks prior to the rental date for all “Full Building” rentals; and at the time the reservation are made for “Mid-Week” rentals.
9. The City of Union Gap reserves the right to rent the building to another group, if all fees and charges are not paid by three (3) weeks prior to the event, and no contact has been made with the department regarding payment.
10. The City of Union Gap reserves the right to refuse, or deny, use of any park facility to any individual or group.
11. The City of Union Gap reserves the right to schedule more than one (1) group, in the same building, at the same time as long as the events do not conflict.

HOLD HARMLESS AGREEMENT

In consideration of the approval of this application, the applicant and applicant’s agents, heirs, marital community, if any, and legal representatives hereby releases, promises to defend, indemnify, and agree(s) to protect, save and otherwise hold harmless the City of Union Gap, it’s boards, elected and appointed officials and employees, and agents from and against all claims, demands and causes of action of any kind or nature, including the cost of defense, or liability arising from or relating to this application, the grant of the reservation, or any use of the City park or it’s facilities related to the reservation and/or actions in connection with this rental including but not limited to personal injury, property damage or death, unless caused solely by the negligence of the City.

By signing below I acknowledge I have read and understand the information contained within the “*Building Rental/Use Policy*” packet.

Printed Name

Signature

Date

RESERVATIONS & INFORMATION
509.248.0432

BUILDING RENTAL & BUILDING USE POLICIES

SPECIAL PERMIT TO CONSUME LIQUOR APPLICATION

The City of Union Gap, and the Washington State Liquor Control Board, requires prior approval to purchase a Banquet Permit for consumption of alcoholic beverages at City facilities.

- STEP 1:** Complete a “Special Permit to Consume Liquor” application.
- STEP 2:** Provide evidence of the certificate of liability insurance, and an agreement for Uniformed Security Officer services, as required. Processing will begin once the documentation is presented to the reservation clerk. Processing by the City of Union Gap’s Park Department and Police Department, takes an average of three (3) weeks. Without prior approved, consumption of alcoholic beverages will not be permitted at the scheduled events, nor be allowed on City property.
- STEP 3:** Once your application is approved, and final payment for the rental has been received, the City will provide a Banquet Permit Authorization letter.
- STEP 4:** The Authorized Group Representative must log on to <http://www.liq.wa.gov/licensing/banquet-permits> to purchase a Banquet Permit (approximately \$10). The Washington State Liquor Control Board will provide instructions for use at the scheduled event. The license must be posted on the day of your event and all alcohol must be kept in designated areas only.

As the Authorized Group Representative, control of your group is your responsibility; the City of Union Gap requires you abide by the following regulations, as well as any requirements set by the Washington State Liquor Control Board.

1. At all times, alcoholic beverages must remain inside the: park, reserved area, buildings, roped off area, and/or the designated area provided for your group. Absolutely no walking around the park with alcoholic beverages.
2. The shelter itself is the designated area for all shelter rentals.
3. All rules and regulations regarding use of alcoholic beverages must be strictly adhered to by **ALL** members attending your event.
4. All roadways must be kept open, at all times, for safety and emergency purposes.
5. Applicants shall not engage in rowdy or boisterous behavior or otherwise disturb or interfere with the use of the park by other citizens.
6. Applicants shall remove or dispose in garbage receptacles all empty alcohol containers, trash and garbage ~ per the “Clean-Up & Damages” section of the *Building Rental and Building Use Policies or Picnic Reservation Fees, Charges & Information*.
7. Permits shall be for specified times only and shall be extended or renewed only by the Mayor or City Council.
8. Failure to comply with the rules and regulations will be sufficient cause for termination of your event and/or removal from the park facility.
9. No exceptions will be allowed; violations shall be a misdemeanor.

I hereby certify that I have read all of the above rules and regulations and hereby agree to fully comply with all permit requirements of the Washington State Liquor Control Board and the City of Union Gap.

<i>Printed Name:</i>	<i>Event Location:</i>	<i>Event Date:</i>
<i>Signature</i>	<i>Date</i>	

FOR OFFICE USE ONLY

Reservation Issue #	Banquet Permit File #	Date Insurance Received	Police Chief Approval Date
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