

FACILITY RENTAL APPLICATION



SeaTac Community Center
13735 24th Avenue South
SeaTac, WA 98168
Ph: 206.973.4680
email: facilityrental@seatacwa.gov

Purpose of Use _____

Facility Requesting _____ Date of Event ____ / ____ / ____

Rental Reservation Time: Start _____ End _____ Total Estimated Attendance _____

Event is: ☐ By Invitation Only ☐ Open to the Public Estimated Attendance under 21 _____

Is rental group providing alcohol? ☐ No ☐ Yes Will alcohol be sold? ☐ No ☐ Yes (If yes, WSLCB Permit # _____)

Will admission or any other fees be collected before or during the event? No _____ Yes _____ If yes, how much? \$ _____

List equipment you are bringing to rental _____

Contact Person (Please print): _____

Driver's License # _____ State ____ Expiration Date ____ / ____ / ____

Street Address _____ City _____ State ____ Zip _____

Day Phone _____ Evening Phone _____ Email _____

Organization _____

Insurance

Insurance is required for all events at the SeaTac Community Center. A Certificate of Insurance evidencing General Liability Insurance written on an occurrence basis with limits no less than \$ \$2,000,000 and shall include liquor liability. The City and it's officials and employees shall be named as an Additional Insured on the Commercial General Liability Insurance Policy. A copy of the Certificate of Insurance must be received by the SeaTac Community Center staff 14 days prior to the event. Failure to provide proof of such coverage shall be grounds for denial of the application. It is the sole responsibility of the applicant to obtain this insurance.

Indemnification and Hold Harmless

For and in consideration of the City of SeaTac allowing use of its facilities, the applicant/organization hereby agrees to Defend, Indemnify and Hold Harmless the City of SeaTac, its officials, officers, employees, agents and volunteers harmless from any and all claims, demands, losses, actions and liabilities (including costs and all attorney fees) to or by any and all persons or entities including, without limitation, their respective agents, licenses and representatives, arising from, resulting from, or connected with the use of the premises, or from any error or omission of the undersigned, its partners, shareholders, officers, agents, employees, invitees, volunteers, or by the breach of this Facility Rental Application, unless such injury or damage is caused by the sole negligence of the City of SeaTac.

Agreement to Abide by Rules and Regulations

In the event the applicant is a corporation, partnership, association, club, society, or group, the person signing this agreement for such entity represents to the City that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of this agreement. The terms and condition, together with the attached rules and regulations shall constitute a contract between the applicant and the City of SeaTac. I have read all of the attached printed rules and regulations for use of the City of SeaTac's facilities. I understand and plan for the group I represent to abide by all of the printed rules and regulations.

Applicant's Signature (**SIGNATURE REQUIRED**)

Date

----- **FOR OFFICE USE ONLY** -----

Received by _____ Date ____ / ____ / ____ Rental Application # _____
Are there other rentals in building? ☐ No ☐ Yes If yes, please state time. From _____ to Location _____
Are there youth activities in building? ☐ No ☐ Yes If yes, please state time. From _____ to Location _____
Is it a youth oriented rental event? ☐ No ☐ Yes
Is a Washington State Banquet Permit required? ☐ No ☐ Yes
Is security required? ☐ No ☐ Yes

STAFF RECOMMENDATION

- ☐ **APPROVED** Contingent Upon
- ☐ Receipt of Washington State Banquet Permit
 - ☐ Receipt of Commercial Liability Insurance
 - ☐ Receipt of Commercial Liability Insurance
 - ☐ Other _____

Rental approved at _____% occupancy.
This equates to a maximum of _____ people.

☐ **DENIED** Reason(s): _____

Additional Staff _____ hours @ \$30/hour = \$ _____

Other: _____

Recreation Staff _____ Date ____ / ____ / ____

Requesting Alcohol at Event

An organization or individual wishing to distribute, serve, or consume alcoholic beverages during any use of the SeaTac Community Center MUST complete the Alcohol Beverage Request Section of this form for approval. The applicant understands that completing this Alcohol Beverage Request Section does not guarantee that you will be able to have alcohol during your event. It is simply a request and must be approved by the City prior to your event. Please note that your Alcohol Beverage Request Section may be approved with additional conditions or even denied. The applicant must meet all obligations, rules and regulations set forth on this form.

Rules and Regulations that apply to the request for serving alcohol.

1. You will be notified approximately two (2) weeks after submitting this application on the status of your request, provided that all required paperwork is submitted and approved.
2. A Washington State Banquet Permit must be obtained and displayed in the room during your event. A copy of this Permit must be received by the SeaTac Community Center at least fourteen (14) days prior to your event. It is the sole responsibility of the applicant to obtain and post such permit.
3. The use of beer kegs is prohibited.
4. If approved, alcohol is only allowed in the rented room and kitchen. Alcohol is prohibited in all other portions of the facility (including front, sides and back of building, parking lot, hallway, restrooms, lobby, storage closets and other rooms).
5. *2.45.550 Alcoholic beverages. Selling, possessing or consuming alcoholic beverages in a City park, recreation area, or associated marine area is prohibited, other than in connection with an event or activity in a community center, park building or other structure for which a permit has been issued by the Department, and for which a banquet permit has been issued; provided that the activities and the use of alcoholic beverages shall conform to the permits therefor, and shall conform to Federal, State and local laws, rules and regulations with respect thereto.
6. The applicant is responsible for the conduct and behavior of the participants and guests involved in the rental activity.
7. Alcohol consumption must stop at least one (1) hour before the designated end time of your rental.
8. Serving alcohol without proper approval, outside the approved conditions, and/or in violation of any of the above rules and regulations may result in a citation by Police, immediate cancellation/shut down of your event, forfeiture of Damage Deposit, and/or additional fees/penalties.
9. Alcohol is permitted only in the banquet room at the SeaTac Community Center, with the proper permit. Alcohol is not permitted in the other rented rooms, lobby or outside of the community center
10. Underage drinking (under 21 years of age) is strictly prohibited and will result in immediate termination of rental.

Staffing/Security

Security is required for any youth oriented rentals and events with alcohol i.e. birthday parties, baptisms, first communions, quinceanera, high school graduation, etc. For rentals exceeding 100 people, the City will determine if additional staff and/or security will be required during your rental based upon the presence of alcohol, estimated number in attendance, time of day, etc. If security is required, a fee will be charged in the amount to cover the cost of an Officer from the King County Police Officers Guild for the duration of event when alcohol is being served.

Chaperons

Adult chaperons are required for youth activities at a ratio of one chaperon for every 20 youth attending. A list of chaperons must be submitted to the SeaTac Community Center staff at least 10 working days prior to the event.

Fees

The security/damage deposit must be paid at the time the application is approved. Payment for the user fees must be paid at least twenty-one (21) days prior to the activity. YOUR SECURITY/DAMAGE DEPOSIT DOES NOT COVER ANY PART OF YOUR RENTAL FEE.

A non-refundable administration fee of \$100 is required for all banquet room rentals and is due upon approval of application.

The applicant shall be responsible for expenses incurred by the City in correcting, cleaning, repairing or replacing any facilities, property of the City which was damaged in connection with the activity, meeting or event for which the facility was rented, regardless of who actually caused the damage.

Payment for such damages shall be deducted from the security/damage deposit; any additional amount shall be paid by the applicant to the City within thirty (30) days after receipt of bill for that amount.

Minimum \$200 fee for pulling fire alarm in non-emergency and possible cancellation of event.

Cancellation/Non-Performance

Cancellation of your rental must be in writing to receive refund of your rental fee. Cancellation will result in some level of loss of security deposit.

For the Banquet Room:

- If the applicant fails to provide at least 60 DAYS notice of cancellation, \$500.00 of the rental deposit is forfeited.
- If the applicant fails to provide at least 30 DAYS notice of cancellation, the entire rental deposit shall be forfeited to the City.

All Other Rooms: 100% of the deposit is forfeited if the event is cancelled regardless of the amount of notice given.

If for any reason beyond its control, including, but not limited to strikes, labor disputes, accidents, government requisitions, restrictions or regulations on travel, City activities, commodities, or supplies, acts of war or acts of God, the City is unable to perform its obligations under this agreement, such non-performance is excused and the City will terminate this agreement without further liability of any nature, upon return of the applicant's deposit.

In no event will the City be liable for consequential damages of any nature for any reason whatsoever, if, for any reason, the space reserved hereunder is not available for the event. The City may substitute, at its discretion, other space in the City at least comparable in quality to the space reserved, and if the applicant agrees to accept such substitution.

The City reserves the right to reject any application for use of its facilities and to cancel approved facility use permits and refund the unearned portion of any fee paid when it is deemed that such action is in the best interest of the City, provided, however, that where the City cancels a previously approved application for City facility use, the City shall endeavor to provide notice to the applicant of the cancellation as soon as reasonably feasible.

The City reserves the right to reject any application when it believes that use might result in undue wear and tear or that such use would be more appropriately housed in a commercial or other non-city facility.

Facility Use

Application forms for use of City facilities shall be submitted to the Recreation Supervisor, who shall determine the appropriateness of the use. City functions shall have priority over community requests for facility use.

Reservations for facility uses will be accepted no more than one year prior to the event.

Uses of the same priority shall be prioritized on a "first come first served" basis.

Use of facilities will not be granted when the primary purpose is for private or commercial gain or for commercial advertising purposes. This provision does not restrict the rental of City facilities to commercial businesses for meetings, lectures, conferences, banquets and other uses so long as the primary purpose is not for commercial gain.

The use of facilities shall not be granted for political purposes.

Use of City facilities will not be granted for any meeting at which admission is charged or a collection of money taken, unless all such funds are to be used to cover the costs of the meeting and/or for bona fide charitable purposes, in which case, the applicant shall be obligated to provide to the City adequate documentation to establish that charges will cover costs only and/or that charges will be used for bona fide charitable purposes.

Facilities used shall be limited to those specified on the approved application.

All applicants shall be responsible for making sure that the occupancy capacity of the facilities being rented shall not be exceeded.

Operation of Building

Person in charge of activity must be present during the entire rental.

The patron agrees to begin the function at its scheduled time and to have guests and invitees vacate the designated function space at the designated time.

You may begin setting up and dropping off supplies at the scheduled start of your rental.

The applicant further agrees to reimburse the City for any overtime wage payments, other expenses or damages incurred by the City because of the applicant's failure to comply with City regulations.

In connection with the rental or use of any City facility, the City reserves the right to have representative(s) present, and to enforce any requirements of those rules and regulations or other state or local rules.

NO HELIUM BALLOONS! (Banquet Room) Subject to loss of deposit.

Cooking will not be allowed in any facility other than in the kitchen area of the SeaTac Community Center. Use of a gas barbecue is permitted in conjunction with Banquet Room rental. Barbecue use is restricted to the patio area outside the Banquet Room only. Barbecue are not permitted at Valley Ridge Community Center.

Food or drink will be allowed only in the rooms rented which include Arts & Crafts, Banquet Room, and the Valley Ridge Community Center.

If the rental of the SeaTac Community Center Banquet Room (Room 105) is to include the kitchen, and is for a banquet purpose, no other permission needs to be obtained other than approval of the rental application.

Smoking Policy

Smoking is not permitted in any of the City's facilities or within 25 feet of the building and may be subject to a penalty and/or fine.

Banquet Room

There is a ten (10) hour minimum when renting the banquet room on Saturday and a four (4) hour minimum when renting the banquet room Sunday through Friday.

All other rooms have a two (2) hour rental minimum on any day, with the exception of Valley Ridge Community Center which has a six (6) hour minimum.

The rental rate for City facilities where two or more rooms are being rented simultaneously shall be twenty-five percent (25%) off of the least expensive room(s).

Decorations

Items may not be attached in any way to the walls.

The use of candles or any other open flames are strictly forbidden. Smoke/fog machines are prohibited.

The use of rice, birdseed, confetti, dance wax and any other similar materials is not permitted within any of the facilities.

Masking tape and scotch tape are permitted on everything but the walls.

No decorations are allowed which would damage or discolor facility.

Decorations must be flameproof.

Clean-up Policy

The applicant will be responsible for removal of all decorations, removal of any items of property brought to the facility, and removing all trash and depositing all trash in appropriate receptacles that are provided.

Appliances and items of equipment used in connection with kitchen facilities shall be cleaned, using soap and water only.

All spills must be cleaned up and wet-mopped, using water only, and then dry-mopped.

Cleaning equipment will be located within the facility.

Each room you rent must be cleaned and vacated by the time your rental is scheduled to end.

Restrooms are part of your rental and you are responsible for the cleanliness of these facilities at the end of your rental.

Staff will restack chairs and tables, and will sweep and vacuum floors.

Advertising & Promotion

The City of SeaTac reserves the right to approve in advance any advertising of any kind that utilizes the City's name or logo. Please submit any promotional materials to the City prior to the planned production of any such materials.

Rental Agreement Sheet

The lobby area is not part of the rental space. It is only to provide access in and out of the building and for access to and from the restrooms. However, if it is littered by participants of your rental you are responsible for cleaning.

Loitering is not permitted in the lobby area for rentals during non-business hours.

Youth under the age of fourteen (14) must be accompanied by an adult at all times.