CITY OF LA CENTER

COMMUNITY CENTER & PARK SPACE RENTAL AGREEMENT

210 E 4th Street
La Center, WA 98629
360-263-2782
www.ci.lacenter.wa.us
La Center Municipal Code 12.25.050

Application can be emailed to: cityspace@ci.lacenter.wa.us or dropped off in-person at La Center City Hall.

This application must be completed, signed and forwarded to the City of La Center **at least** thirty (30) days prior to the event. Please type or print information clearly. Attach maps, layouts, and additional information if applicable. Fees must be submitted with this application.

Today's Date: / /	**Date of Event:** / /
Name of Applicant:	Phone: ( )
Address:	City, State, Zip:
Email: @	
Facility Requested	☐ Holley Park Covered Picnic Area (seats approximately 20) ☐ Sternwheeler Park Amphitheatre Gazebo ☐ Community Center ☐ Need power at Sternwheeler ($10 fee) ☐ Meeting Room Only = $15.00/hour (2 hour minimum) ☐ Meeting Room with Kitchen Use = $35.00/hour (2 hour minimum) ☐ Kitchen Use Only = $25.00/hour (2 hour minimum) ☐ Full Use Event (more than 5 hours) = $200.00
Type of Event:	
Rental Start Time: _____ Rental End Time: _____	Number of Attendees: _____ (50 people or more required a special use permit)

The undersigned hereby specifically and expressly agrees to defend, indemnify, and hold harmless the City of La Center and all of their officers, employees, and agents from and against any claim, damage, liability, judgment, cost, penalties, attorney fees, etc., of whatsoever kind, on account of death or injury of any or all person (including, but not limited to the City of La Center and all of its officers, directors, employees, and agents) and/or on account of all property damage of any kind whether tangible, intangible or loss of use resulting there from, to any matter connected with the City of La Center, by and act, omission or negligence of the City of La Center, or any of its officers, directors, employees, or agents except to the extent prohibited by law.

*Note: a cleaning deposit in a minimum amount of $50.00 is required for all building rentals. If clean-up after your event is more than $50.00, you will be responsible for the difference.

Signature: _____ Date: _____

☐ By checking this box as an electronic signature, I agree to all the terms and conditions that may apply to the community center and parks space rental process and agree that all information contained in this application is true and correct to my knowledge.

PLEASE READ USE RULES AND GENERAL INFORMATION THOROUGHLY!
YOU ARE RESPONSIBLE FOR KNOWING THIS!

OFFICE USE ONLY

Received By:	**Treasurer's Receipt No.:**
Total Fees:	**Cleaning Deposit:**

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COMMUNITY CENTER AND PARK USE RULES

The Community Center and park grounds are here to serve our community. *Your assistance in maintaining the Community Center Building and park grounds during your event are sincerely appreciated by all community members who share your use privileges. Reminder – there is no smoking allowed at any of our city parks.*

COMMUNITY CENTER BUILDING
• **Decorating:** Please do not use any tacks, nails, staples, etc., when decorating for your event. If you need to hang decorations, please use special tape that will not damage the walls when removed. Candles are not allowed, unless approved in writing, by a City employee for religious ceremony. Flameless, battery-operated candles are okay.
• **Key:** The key must be picked up before 5:00 p.m. the last working day prior to your event. If you do not pick up the key, there will be no one available to give you access to your rental space. The key only fits the front door of the community center. We request that if you open and unlock other doors during your event that you check carefully before leaving the building and make certain that they are all locked before you leave. Please return the key to La Center City Hall after your event. There is a black drop-box located on the left as you enter the City Hall parking lot, near the stone garage. If you require staff assistance outside of business hours, you will be charged a minimum $200.00 overtime fee.
• **Equipment:** There is a television screen and an HDMI outlet for the tv located on the wall under the television. Please bring your own HDMI cord, as we can not guarantee there will be one available. There are no speakers or sound system. A 45-cup coffee maker and a separate hot water dispenser are available for use in the kitchen. You must provide your own coffee filters. If you use these items place return them in their original condition.
• **Cleaning Supplies:** The Community Center is furnished with paper towels, trash bags, toilet tissue, mops and brooms (*located in the janitorial closet next to the men's restroom*). Please provide additional supplies for large group use.
• **Trash:** All trash must be removed from the building when you are finished with your event. Please do not leave any trash or recycling in the kitchen cans or on the premises. All trash needs to be placed in one large garbage sack and disposed of in the blue dumpster outside of the Community Center building.
• **Lights & Heaters:** One light stays on permanently. The other lights are controlled from a switch located beneath the breaker panel in the kitchen area. Please do not enter the breaker boxes. For additional heating or cooling, please locate the thermostat next to the men's restroom. Please remember to reset the heater to the original temperature when you leave. The ceiling fan is controlled by the bottom switch near the front door.
• **Cleaning:** Please make certain that you clean the building after your event. Tables, chairs, and countertops must be wiped cleaned and restored to their original placement. The kitchen area should be cleaned, including all appliances, as well as sweeping and mopping. Please do not leave any food in the refrigerator. Please check the restrooms and make certain they are clean and all trash removed. The building will be inspected and signed off by our Public Works Department. If they deem the building is left uncleaned, your cleaning deposit will be processed. If clean-up after your event is more than $50.00, you will be responsible for the difference.

EXIT CHECKLIST

- ✓ Are the building and grounds clean?
- ✓ Have all decorations and tape been removed?
- ✓ Has the trash been removed?
- ✓ Have the floors been swept and mopped?
- ✓ Are the lights turned off?
- ✓ Have the tables and chairs been put away in their original setting?
- ✓ Have all the doors been locked and checked?

PARK GROUNDS
• Please do a "walk about" and make certain that the grounds are as you found them.
• Do not dump ice on the grass but instead, use the parking lot.
• Do not use BBQ's, cooking appliances, or heaters on the grass.

PUBLIC RESTROOMS
• To verify restroom timers for early and late events, email cityspace@ci.lacenter.wa.us at least two (2) business days in advance.

COMMUNITY CENTER AND PARK SPACE GENERAL INFORMATION AND FEES

COMMUNITY CENTER BUILDING RENTAL	
Rental rates for the Community Center are charged based on use. ***In addition to the rental fee, a $50.00 cleaning deposit is required.***	
Meeting Room Only	$15.00/hour (2 hour minimum)
Meeting Room with Kitchen Use	$35.00/hour (2 hour minimum)
Kitchen Use Only	$25.00/hour (2 hour minimum)
Full Use Event (more than 5 hours)	$200.00
The Community Center currently has approximately twelve (12), 60" round tables, one (1) 8' banquet table, two (2) 6' tables, one (1) 5' table, and 60 folding chairs. We make no guarantee that all these tables and chairs will be available. Maximum occupancy is 114 sitting and 245 standing.	

PAYMENT

Payment can be made in-person or over the phone at 360-263-8950.

- Payment forms accepted for your rental reservation include cash, check, or card (3% processing fee).
- Payment forms accepted for the $50 deposit include card or check, to be shredded after your reservation if deemed in good condition.

CANCELLATION POLICY

Up to 14 days prior to your reservation, we will issue a full refund in the event you have to cancel your reservation. If you paid with card, the refund will be issued, but not include the 3% service charge.

If the City must cancel an event for any reason, a full refund will be issued. If you paid with card, the refund will be issued, but not include the 3% service charge.

PARK RENTAL

The gazebos/covered areas at Holley Park and Sternwheeler Park are available to be reserved. These facilities are free to rent but do require a $50.00 cleaning deposit. If fifty (50) or more guests are anticipated, then a Special Events Permit is required along with a liability insurance certificate. There is power at Sternwheeler Park Amphitheatre Gazebo for $10.00. There is no power available at the Holley Park covered picnic area.

Power at Sternwheeler Park Amphitheatre Gazebo	$10.00
Cleaning Deposit for either park	$50.00
Fifty (50) or more guests – Special Events Permit Required	$50.00

NON-PROFIT RENTAL FEE

No rental fee will be charged for:

- Non-profit groups who are community based (as defined by the Internal Revenue Service (IRS) in code section 501(C)(3);
- City of La Center sponsored events;
- School sponsored events;
- Governmental agencies;

That reserve the facility Monday through Thursday, and Friday before 5:00 p.m.

SPECIAL EVENT PERMIT

Depending on the type of event you are hosting, you may need a Special Events Permit. If an event is going to involve more than fifty (50) people and/or impact public facilities such as streets or sidewalks, a Special Events Permit will be required.

Other documentation that may or may not be required:

- Proof of Liability Insurance
- Site Map (if applicable)
- Route Map (if applicable)
- Alcohol License (if applicable)

Please refer to La Center Municipal Code (LCMC) 5.35.010 and 12.25.050 for further information.

ADDITIONAL QUESTIONS and CONTACT INFORMATION

If you have additional questions or would like to discuss your rental needs in more detail, please contact City Hall, Monday through Friday, 8:00 a.m. to 5:00 p.m., at 360-263-8950.

If you run into issues with your rental outside of business hours, please contact Public Works at 360-524-3450. Please note a staff call-out fee will result in a minimum $200 charge.