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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 aloud 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.
- **Key:** The key is picked up the last working day prior to your event. The key fits the front door only. 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. In the parking lot, there is a lock box to the left of the front doors for this purpose – simply drop the key in the box.
- **Equipment:** There is a pulldown projector screen and a HDMI outlet for the projector located to the right of the door to the back room (southwest corner). If the projector or ceiling fan does not turn on, the switch by the double doors that is labeled “do not use” needs to be flipped. There are not any speakers or sound system.
- **Cleaning Supplies:** The Community Center is furnished with paper towels, toilet tissue, mops and brooms (*located in 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 heat, 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. 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?
- ✓ Are dishes, utensils, and appliances clean?
- ✓ Has the trash been removed?
- ✓ Have the floors been swept and mopped?
- ✓ Are the lights turned off?
- ✓ Has the thermostat been reset?
- ✓ 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 [ASKPW@ci.lacenter.wa.us](mailto:ASKPW@ci.lacenter.wa.us) at least two (2) business days in advance.

**COMMUNITY CENTER AND PARK SPACE GENERAL INFORMATION AND FEES**

We are happy you are considering using one of our beautiful parks or the Community Center for your event. We take great pride in our public facilities and strive to keep our rental rates reasonable, and the rental process simple.

| <b>COMMUNITY CENTER BUILDING RENTAL</b>   |                               |
|---|-------------------------------|
| Rental rates for the Community Center are charged based on use. <b><i>In addition to the rental fee, a \$50.00 cleaning deposit is required.</i></b>  |                               |
| 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) 10' banquet table, and 83 padded folding chairs along with 25 bare metal chairs. We make no guarantee that all of these tables and chairs will be available. Maximum occupancy is 114 sitting and 245 standing. |                               |

| <b>PARK RENTAL</b>  |         |
|---|---------|
| The gazebos/covered areas at Holley Park and Sternwheeler Park are available to be reserved. These facilities are free to rent but do require the \$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 |

| <b>NON-PROFIT RENTAL FEE</b>  |  |
|---|--|
| No rental fee will be charge for:   |  |
| <ul style="list-style-type: none"> <li>• Non-profit groups who are community based (as defined by the Internal Revenue Service (IRS) in code section 501(C)(3);</li> <li>• City of La Center sponsored events;</li> <li>• School sponsored events;</li> <li>• Governmental agencies that reserve the facility Monday through Thursday, and Friday before 5:00 p.m.</li> </ul> |  |
| Proof of Liability Insurance is required. Cleaning deposit, damage deposits or fees for additional amenities is still required for all reservations.  |  |

| <b>SPECIAL EVENT PERMIT</b>  |
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| Depending on the type of event you are hosting, you may need a Special Events Permit. Typically, 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. The form can be found on our website at: <a href="http://www.ci.lacenter.wa.us">www.ci.lacenter.wa.us</a> |
| Other documentation that may or may not be required:   |
| <ul style="list-style-type: none"> <li>• Proof of Liability Insurance</li> <li>• Site Map (if applicable)</li> <li>• Route Map (if applicable)</li> <li>• Alcohol License (if applicable)</li> </ul>   |
| Please refer to La Center Municipal Code (LCMC) 5.35.010 and 12.25.050 for further information.  |

| <b>ADDITIONAL QUESTIONS</b>   |
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| 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 360-263-2782. |