



SENIOR CENTER

FACILITY RENTAL GUIDE

Parks & Recreation Department

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www.cityofbg.org

Introduction

Thank you for considering the City of Battle Ground Senior Center as the site for your meeting or event! This guide is designed to help you through the reservation process, and explains some of our policies and rules of use. This brochure provides information on:

- How to make a reservation
- Fees and meeting/event planning information
- Rental policies and guidelines for use
- Rental Application form

HOW TO MAKE A RESERVATION

Reservation Process

There are four ways to make a rental reservation: mail, fax, phone, or walk-in. Reservations are accepted up to 90 days in advance, and on a space available basis. Reservations are processed on a first-come, first-served basis, with walk-in registrations being processed first.

Note: reservation requests cannot conflict with and/or interfere with current Senior programs, activities or scheduled administrative use. The rental schedule may be adjusted to accommodate other activities.

To reserve the Senior Center, discuss your desired dates and rental needs with our staff. We sometimes require as much as two working days to respond to voicemails, emails, and faxed requests. Please refer to the **Rental Facility & Amenities Guide** for specific details on the rental room, amenities available, and the **Rental Facility Rate Sheet** for specific information on room rental rates. Rental information can also be found on our website (www.cityofbg.org).

Note: Reservation priority is given in the following order:

1. Senior Citizens Advisory Board Activities
2. City of Battle Ground
3. Community Events
4. Private Gatherings (parties, reunions, etc)
5. Non-profit agencies
6. Public agencies
7. Commercial groups

Payment Methods

Walk-in reservation payments may be made by cash, check (personal, cashier or money order) or credit card (VISA or Mastercard). *Personal checks will not be accepted later than 15 days prior to the event.* If your check is returned NSF, the terms of the rental contract are cancelled and will not be reinstated if reserved by another party or until the renter pays the amount due plus a \$25 NSF service fee.

When making a reservation application by fax, on our website or phone, please have your credit card number ready! If using the U.S. Mail, *please do not send cash.*

Application, Confirmation & Payment Process

Application Form: Complete the Senior Center Rental Reservation Application Form and submit to the Parks & Recreation Department. Once your application has been processed and approved, you will receive an initial confirmation notice. If possible a confirmation may be given at the time the application is submitted. *The Senior Center Board has final approval authority of all rental applications.*

Initial Confirmation: Once an initial confirmation notice is provided, full payment of all rental fees, including the cleaning and damage deposits are due at that time. If we do not receive your payment by the confirmation deadline date, we regrettably will cancel your reservation and make the date available to new applicants.

Only a credit card will be accepted for the damage deposit. This deposit is used to offset the cost of damage, repair, replacement and/or excessive cleaning needs to the building, grounds, furniture and/or fixtures. It is also used to offset additional rental fees which may be incurred as a result of your event. Damage Deposit fees will be reconciled by the 7th business day following your rental.

NOTE: 1) *Excessive cleaning needs may include spills, stains or excessive trash removal, etc.* 2) *A minimum 5 day advance notice must be given for a rental reservation. If a rental is made less than 30 days prior to the event, payment of all fees (rental, cleaning and damage) is due in full at the time of the reservation.* 3) *All rentals are required to pay a damage deposit, including non-profit/community and Long Term rental groups.*

Check-out Process On Rental Day: The renter is responsible to call and check out of the building at the conclusion of their event, obtain a yellow refund slip and to request a refund the next working day through the Parks & Recreation Department.

Cancellation & Rescheduling Process

All cancellations and/or rescheduling requests must be made in writing via email, fax, U.S. mail or in person.

Rescheduling a Rental: Rescheduling requires a minimum 14 day advance written notice and costs an additional \$10. We will make every effort to accommodate your new request, however we cannot guarantee that the center will be available.

Canceling a Rental: All cancellations must be in writing. To receive a full refund cancellation notice must be received a minimum of 61 days prior to the event. A 50% refund will be allowed if cancellation notice is received 30-60 days prior to the event. No refunds will be made with less than a 30 day notice or due to weather conditions.

If a rental is cancelled by the City of Battle Ground because the renter has failed to provide all of the necessary information or fees, the City shall retain the rental fee paid unless the facility is rented by another group.

Inclement Weather: The City of Battle Ground shall make every effort to open a facility when a rental is scheduled. However, if severe inclement weather or other acts of nature (ice storm, snow storm, damage caused by weather) prohibits the opening of a facility, the renter will be notified ASAP. The renter will be provided the opportunity to reschedule to another available date or have their rental fees refunded in full.

RENTAL PLANNING INFORMATION

The following sections will assist you in planning a great meeting or event experience based on your group size and needs.

Please refer to the **Rental Amenity & Rate Guide** listing the capacity and types of events it can accommodate and the amenities available at the Senior Center.

General Facility Rental Information

Rental Hours: All facilities are rented on an hourly basis. *The rental time includes the time needed for set-up and tear-down of your event/meeting rental.* All rentals must conclude no later than 10pm. This includes time for clean-up/tear-down.

Facility/Site Amenities: The Senior Center offers a private setting for your meeting or event. Refer to the *Facility Rental & Amenities Guide* for specific details on room capacity and amenities available.

Rental Fees: Rental rates vary by the number of hours it is reserved and the type of rental. For complete details on our rental fees/rates, please refer to the *Facility Amenity & Rate Guide*.

Cleaning & Damage Deposits: There is a \$50 cleaning fee and a \$50 damage deposit fee that is required for all rentals. Payment must be made by a credit card (Visa or MC). This deposit is used to offset the cost of damage, repair, replacement, excessive cleaning needs to the building, grounds, furniture and/or fixtures and/or garbage removal. It is also used to offset additional rental fees which may be incurred as a result of your event.

To help ensure that your deposit shall be refunded, renters are responsible for cleaning the building prior to leaving and removing all garbage. This includes:

- Return tables and chairs to their proper order (do not drag tables across the floor)
- Wash tables that were used
- Mop up spills on the floor
- Clean the oven and counter tops (if used)
- Close and lock all windows and doors
- Check restrooms and turn off lights
- Take all garbage with you and properly dispose of it off-site.

Special Equipment, Use Permits and Rental Requirements

Table Linens & Dinnerware: table linens and dinnerware are not provided. The renter, if they so choose, is responsible to secure and make proper rental reservation and payment for these and other misc items, and to arrange for the delivery and pick-up of these items from an outside vendor or caterer. The City does not assume any responsibility for the delivery or pick-up of any items not provided by the facility.

Special Use Permits for Commercial Use: If you plan to sell merchandise, food, beverages or collect an admission fee at your event a *Special Use Permit for Commercial Use* and other applicable fees will apply.

Certificate of Insurance: A certificate of insurance is required for a rental by a company, business, community or non-profit organization and/or if the event is open to the public. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. The City of Battle Ground must be named as additional insured, and have a copy of the insurance certificate on file 15 days prior to the event, or the rental will be cancelled.

Security: Security may be required, pending staff review, if an event is open to the public. The City will make arrangements for security, and the cost will be added to the rental fee. There is a minimum four hour charge and is based on the current rate at time the rental reservation is made.

Rental Monitor: A designated person will open and close the building for the hours rented. This person is responsible to conduct a pre and post event walk-thru with the renter, and may monitor the event throughout the evening to ensure that the rental customer and her/his guests act in a responsible manner and abide by City rules, guidelines and policies, and local and state laws. The Rental Monitor has full authority to close a rental down in accordance with City policies.

CITY OF BATTLE GROUND POLICIES & GUIDELINES FOR USE

Customer Responsibilities:

☀ Each individual in the group must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your rental contract being cancelled or terminated, and you and your party being asked to leave the premises and/or be subject to legal action.

☀ Renter must provide general supervision and control over all activities to prevent injury or damage. An adult must always be present when youth, ages 18 or younger, are present in the building.

☀ Provide general clean-up of rental facility including cleaning up spills on the floor, the

removal of all trash and the removal of all personal belongings and/or left-over food from the premises. Clean-up also includes wiping down all tables and chairs and putting them away in the designated area.

☀ Renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk thru with staff and signing of the rental checklist.

☀ Renter is financially responsible for any damage to or the need for excessive cleaning of the facility, park grounds or amenities that may be caused by the customer or someone from their group.

☀ Renter accepts the premises as is on the day of the event, and not as it may have appeared when rented. Seasons change and ongoing maintenance is performed which may directly affect the environment and aesthetics of the park/gardens/facilities.

Facility Amenities: Please refer to the *Facility Amenity & Rate Guide* for specific details.

Room Capacity: For the enjoyment and safety of our guests, each facility has a designated room capacity. The capacity determines the maximum number of guests allowed either seated or standing. By fire code the listed capacity cannot be exceeded at any time, and will be enforced by staff on duty.

Decorations: You may decorate the room to give that special look for your event or meeting. Please use earthquake putty, painters tape or string only. The use of nails or staples is not allowed.

The use of rice, birdseed, confetti or glitter is prohibited during your ceremony or event (bubbles are preferred). The use of the materials will result in the damage deposit being withheld. Machines that create smoke, mist or bubbles are not allowed.

Room Set Up: You may arrange the room to your liking. A certain number of tables and chairs are available for use. Removing pictures or other items from the walls is not allowed. These items may be covered during the rental time if desired.

Catering & Kitchen Items: The kitchen is available for an additional fee. Caterers are welcome or you may cook & provide the food yourself. Please be aware that cooking, eating & serving utensils, food containers, dish towels, pot-holders, dish soap, etc are not provided.

Alcohol: Alcoholic beverages of any kind are not allowed to be served, sold or consumed at the Senior Center. Failure to abide by this policy is cause for a rental to be closed. Please inform your guests of our policies.

Smoking: Smoking is not allowed inside any City facility and only in designated areas on park property. Failure to comply may be cause for a rental to be closed and a portion of your damage deposit to be withheld. Please inform your guests of our policies.

Parking: General parking at most facilities is limited. All group users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location. Unfortunately rentals are not given exclusive parking privileges at our facilities/sites. Illegally parked cars may be ticketed or towed.

Music & Dancing: Music and dancing are allowed, however the use of smoke or bubble machines is prohibited.

Use of Phone: The use of the Senior Center phone is prohibited.

Signs: Balloons can be used as a marker, and may be tied with string to a fixed object, however they cannot obstruct the view of any road sign. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or the painting of any pavement or hard surface.

Animals in Public Buildings: Only service dogs, with proper documentation are permitted inside City facilities.

Sale of Food, Beverages, Merchandise and/or Admission: It's illegal to sell food, beverages, goods or merchandise or charge admission to an event in any park. (**Exception:** the City of Battle Ground is a co-sponsor and/or partner of a community special event; the City has contracted with a vendor to provide such

service or upon review and approval by the City with the issuance of a special use permit for commercial use).

All organizations issued a special use permit for commercial use will pay at a minimum the published rental rate. Additional fees may be assessed based on what is being sold and the volume of gross sales. These additional fees will be determined on an individual basis. The type and volume of business may result in a separate contract being required.

A business/association/organization must submit, along with their rental application, a photocopy of their City of Battle Ground License and Tax ID Number. Staff shall review and respond to all requests within 10 working days of receiving the required paperwork. .

Discounted Fees: Only non-profit organizations and Senior Citizen activities are eligible to receive a reduced rental rate based on the long term use of the building. Discounts only apply to the facility rental fee and do not apply to the damage/cleaning fee or fees for additional amenities unless noted.

NOTE: To apply for a Long Term non-profit discount all non-profit organizations must submit along with their rental application, a copy of their State Non-Profit Certificate as proof of their non-profit status. Staff shall review and respond to all rental discount requests within 10 working days of receiving the required paperwork. Proof of non-profit status does not guarantee that your organization will receive a discounted rate. The Senior Advisory Board has the final approval authority of all long term rental requests.

