



City of McCleary

City of McCleary Community Center Rental Agreement

Request Date & Time: _____

The undersigned hereby requests permission to use the McCleary Community Center.

Type of Function & Hours:

(Date Of Event/Use: _____ Times of Event/Use: From: _____ To: _____.)

The applicant understands that there is a deposit required, which is herewith paid. Applicant further understands deposit will be refunded only if the premises are cleaned according to the checklist and to the satisfaction of the designated City officials after use. Applicant further agrees that Applicant, as well as any sponsoring organization upon whose behalf they may be acting, will pay the City of McCleary for any damages done to City property by any person attending Applicant's function. Applicant specifically agrees that the monies, which are put forth as the damage deposit, may be utilized to pay for such repairs, but if the cost of repairs exceeds the deposit, Applicant shall be responsible for the additional amount.

Applicant also understands that Applicant is fully responsible for all liquor related activities and will obtain a liquor banquet permit from the State of Washington.

APPLICANT FURTHER AGREES TO HOLD THE CITY OF MCCLEARY, ITS OFFICERS AND EMPLOYEES, HARMLESS FROM ANY AND ALL LIABILITY ARISING OUT OF YOUR UTILIZATION OF THE CITY PREMISIS.

Applicant Name (Please Print): _____

Applicant Signature: _____

Address & Telephone: _____

For City Staff Only: Request Approval: _____

Key # _____ Date Out: _____ Date In: _____

Crew Check Out: _____ Deposit Returned: _____ Date: _____

The City of McCleary is an equal opportunity provider and employer.

La ciudad de McCleary es un proveedor de igualdad de oportunidades y el empleador.

100 South 3rd Street, McCleary, WA 98557 * 360.495.3667 Ext. 102 or Email Utilities@cityofmccleary.com



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OUTLINE FOR USE OF COMMUNITY CENTER

Please initial to the left of each rule to indicate that you have read the rules and agree to abide by them.

1. General Responsibilities

_____ A. Ensure the Community Center is clean after use. Please read the attached rules for cleaning the Community Center. Your deposit will not be refunded unless it is satisfactorily cleaned.

_____ B. You are responsible for locking and securing all doors and windows following your rental. The key must be returned on the first business day following your rental. You may also place the key in the drop box in front of City Hall during non-business hours.

2. Deposit

_____ A. Deposit will be held for up to four days to allow for inspection of facility for clean-up and/or damage.

_____ B. Deposit may be forfeited, or a portion thereof, for noncompliance of cleaning requirements or for damage to the Community Center.

_____ C. A \$25 fee will be withheld from the deposit for lost key.

3. Use of Intoxicating Beverages and Gambling

_____ A. All necessary banquet and gambling permits by law must be obtained prior to function. Banquet permits must be purchased from a Washington State Liquor Store.

_____ B. No intoxicating beverages shall be served or provided to, or shall consumption be allowed by any minor.

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_____ C. Care will be taken to ensure that no individual is allowed to consume an excess of intoxicating beverages. For purpose of this use, “excess” shall mean to affect in any significant manner the individual’s physical or mental capabilities.

4. Non-Allowed Events

_____ A. Unsupervised youth activities.

_____ B. No overnight functions; 2:00 a.m. termination for all events.

_____ C. No Noise allowed after 10:00 p.m. per City Ordinance 553 and MMC 8.16.121 through 8.16.160.

5. Cleaning

_____ A. Community Center must be cleaned immediately following the event.

_____ B. City crew will inspect the Community Center the next morning following the event. The city crew will report unsatisfactory cleaning and/or damage to the city front office.

_____ C. If the Community Center is not cleaned satisfactorily or there is damage, City Hall staff will try to contact the Applicant to correct the matter(s). If the Applicant cannot be reached for compliance, City crew will clean and/or repair the Community Center at the cost of the Applicant.

6. Decorations and Miscellaneous

_____ A. **DO NOT PUT ANYTHING IN THE SHEETROCK WALLS!!!!**

DECORATIONS, CREPE PAPER, ETC. MAY NOT BE ATTACHED TO THE WALLS IN ANY MANNER. THERE IS A BOARD RAILING AROUND THE ROOM FOR ATTACHING THESE ITEMS IF DESIRED. If the walls are damaged due to

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decorations being placed on them, the deposit will be retained by the city to pay for such damage. Free standing decorations are allowed.

_____ B. Rice, birdseed and confetti are prohibited.

_____ C. Fog or smoke machines are absolutely prohibited. They cause fire alarms to sound.

_____ D. Use of candles (except on top of a cake) and other open flame devices are prohibited. The McCleary Fire Department Chief must approve all exceptions.

_____ E. No appliances shall be plugged in and left unattended, including stove and oven burners, coffee makers, etc.

_____ F. Smoking is not allowed in the building or within 25 feet of any doorway, or on the playground.

7. Special Regulations for Youth Groups

_____ A. Any group of minors wishing to rent the Community Center must have a participating parent make the necessary arrangements, including reserving the Center, payment of rent and deposit, responsibility for the key, etc. This parent, plus two other responsible adults, must be present for the entire function.

_____ B. Smoking is prohibited to all people under the age of eighteen. The use or possession of any alcoholic beverage by minors shall be sufficient cause of revoking the use of the Community Center and denied future use.

_____ C. Rowdy behavior of any kind will not be tolerated. Violation will mean loss of use for a period of time to be set by City personnel.

_____ D. No "IN/OUT" privileges will be permitted to minors attending youth gatherings held at the Community Center.

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MCCLEARY COMMUNITY CENTER CLEANING RULES

Please initial to the left of each rule to indicate that you have read the rules and agree to abide by them.

This form must be initialed. Failure to do so may result in the forfeiture of your deposit.

Please note damage that you see when you enter the Community Center. If damage occurs during use, please notify the City Hall Front Office as soon as possible. Leave a message at 360-495-3667, if after hours.

- _____ 1. The center must be cleaned immediately following the function.
- _____ 2. All garbage must be removed and placed in the dumpster located outside.
- _____ 3. Dishes must be washed and stored.
- _____ 4. Stove and counter tops must be cleaned. The oven must be cleaned.
- _____ 5. Floors must be swept and mopped.
- _____ 6. Chairs and tables need to be wiped clean and put away.
- _____ 7. Bathroom sinks must be wiped clean; bathroom floors must be swept and mopped, if dirty; bathroom garbage must be emptied.
- _____ 8. No food or beverages will be left in the refrigerator. The refrigerator must be wiped out if spills occur.

FAILURE TO PROPERLY CLEAN THE COMMUNITY CENTER MAY RESULT IN THE FORFEITURE OF YOUR DEPOSIT.

PLEASE DO YOUR BEST TO LEAVE THE COMMUNITY CENTER CLEAN. IT IS SUGGESTED TO DESIGNATE ONE PERSON TO MAKE A FINAL INSPECTION AFTER ALL CLEANING IS COMPLETED. THANK YOU.

CLICK HERE TO SUBMIT THIS FORM BY EMAIL: Utilities@CityofMcCleary.com

Please attach this file to the email address above.

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