

# FACILITY RENTAL APPLICATION PACKET



## **CITY OF FIRCREST**

Roy H. Murphy Community Center

555 Contra Costa Ave

Fircrest, WA 98466

Phone: 253.564.8177

Fax: 253.238.4713

[www.cityoffircrest.net](http://www.cityoffircrest.net)

Dear Rental Applicant:

Welcome to the Roy H. Murphy Community Center and Recreation Department! Enclosed is the Fircrest Facility Rental Application. Please complete the form, sign and date. We cannot process an application without a date and applicant signature.

Submit to: City of Fircrest Community Center, 555 Contra Costa Ave, Fircrest, WA 98466.

After initial review of the application, you will be notified of preliminary acceptance and provided with what fees may be applicable. Please allow 14 business days for the complete processing of your application.

Thank you for your interest in renting with the Fircrest Recreation Department. We look forward to working with you to ensure the success of your event. In the meantime, if you have any questions, please contact our office at 253.564.8177.

Sincerely,

Fircrest Recreation Staff

**ALL RENTERS MUST FOLLOW THE GUIDELINES BELOW AND OBTAIN  
A BANQUET PERMIT IF THEY WISH TO SERVE LIQUOR**

<b>I (we) accept this permit subject to the following conditions: Read and check each condition:</b>
a. <u>THE EVENT WILL NOT BE OPEN TO THE PUBLIC.</u> No advance sale of tickets will be made to the general public and no advertising will be directed to the general public.
b. <u>Liquor will not be sold for cash, scrip, tickets or any other manner whatsoever.</u>
c. This permit is not valid on a liquor-licensed premise while the liquor license is suspended.
d. All liquor served will be purchased in Washington State from a state liquor store or other authorized liquor retailer.
e. This permit will be conspicuously posted in the banquet area.
f. Liquor will be served and consumed only in the portion of the premises described.
g. Liquor will be served only to members and invited guests who are 21 years of age or older.
h. Legal hours for service and consumption of liquor are 6:00 a.m. to 2:00 a.m. daily.
i. The event and the premises for which this permit is issued will be subject to inspection by any liquor control officer or law enforcement officer.
j. Provide evidence via a certificate of insurance of \$1,000,000 general liability insurance protecting the City, its elected officials, officers, employees, agents and volunteers. The City of Fircrest shall be named as a primary non-contributory additional insured. (Homeowner policies cover liquor liability. If homeowner, provide copy of insurance policy)

**WARNING: WAC 314-18-070 states that no banquet permittee or employee of a banquet permittee may knowingly permit.**

- The service of liquor to or consumption of liquor by any person under 21 years of age at the Banquet Permit event.
- Any disorderly conduct to occur at the Banquet Permit event.
- The service of liquor to or consumption of liquor by an apparently intoxicated person(s).

By making this application YOU ARE ASSUMING FULL RESPONSIBILITY FOR THIS FUNCTION. A violation could subject the violator to criminal prosecution, immediate cancellation of the event and render the applicant ineligible for future events.



## FACILITY INFORMATION

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### Gym      **\$350.00 Resident, \$575.00 Non-Resident**

- **48 X 90 ft, 4,320 sq. ft.**
- **Maximum Occupancy 250 standing/150 sitting**
- **AMENITIES**
  - 22, 8ft tables
  - 125 metal folding chairs
- **Description:** This room is a gym. It may be used for large gatherings, town hall meetings, dinner receptions, charity events, community events, weddings, family reunions, and holiday gatherings. The flooring is a multipurpose sport floor and must be treated with the utmost attention. Patrons must be conscientious not to damage or mark the floor. Certain types of beverages will remove the finish off of the floor and may jeopardize your chances in getting your full refund back. Please be sure to consult with Community Center Staff for proper cleaning instructions following your event.

### Senior Room      **\$55.00 Resident, \$80.00 Non-Resident**

- **25 X 31 ft, 775 sq. ft.**
- **Maximum Occupancy 40 standing/30 sitting**
- **AMENITIES**
  - 8, 6 ft tables
  - 35 brown chairs
  - Commercial kitchen with gas stove, 2 ovens and griddle
  - Commercial Refrigerator/freezer
  - 3 sinks
  - Microwave
  - 2 Sliding Glass Doors open up to park
  - Coat Rack
- **Description:** The room consists of commercial kitchen and meeting room. The unique design of this facility allows for breakfast meetings, dinner receptions, weddings, family reunions, bridal and baby showers, holiday gatherings, and instructional classes as well as many other uses.

### Room B      **\$55.00 Resident, \$80.00 Non-Resident**

- **16 X 44.5 ft, 712 sq. ft.**
- **Maximum Occupancy 35 standing/25 sitting**
- **AMENITIES**
  - 22, 8ft tables
  - 35 Blue Chairs
  - Wall to Wall Carpet
  - Kitchen with Refrigerator/Freezer, Electric Stove, Oven, 3 sinks, roll-up door between kitchen and room
  - Entrance from hallway or gym
  - Room Divider
  - Coat Rack

- Room C**      **\$55.00 Resident, \$80.00 Non-Resident**
- **16 X 30, 480 sq. ft.**
  - **Maximum Occupancy 20 standing/15 sitting**
  - **AMENITIES**
    - 6 Card Tables
    - 15 Chairs
    - 8 ft of counter top space
    - Entrance from gym or outside

- Pavilion**      **\$57.00 Resident, \$115.00 Non-Resident**
- **AMENITIES**
    - 6 Picnic tables
    - Playground
    - Horse Shoe Pits
    - Tennis Courts
    - Ball Fields
    - 4 electric outlets
    - Gas Barbeques may be used if approved by the Community Center Staff.  
***Charcoal Barbeques may not be used.***
    - Vehicles must stay off park grass.

- Whittier Shelter**      **\$115.00 Resident, \$212.00 Non-Resident**
- **AMENITIES**
    - 6 Picnic tables
    - Restrooms
    - Tennis Courts
    - 2 Horse Shoe Pits
    - 2 Bocce Ball Courts
    - Nature Trail
    - Ball Fields
    - Water
    - Charcoal Barbeque
    - ***Vehicles must stay off park grass and in designated parking stalls.***



# FACILITIES RENTAL APPLICATION

(4.8.14)

City of Fircrest Community Center  
555 Contra Costa Ave  
Fircrest, WA 98466  
www.cityoffircrest.net

Phone: 253-564-8177

Fax: 253-238-4173

Person in Charge: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ (not to exceed 250)

Rental Date: \_\_\_\_\_ \*Start Time \_\_\_\_\_ a.m./p.m. \*\*Completion Time: \_\_\_\_\_ a.m./p.m.

**NOTE:** \*Start time includes decoration/set-up time. You cannot enter the building before your start time.

\*\*Completion time includes clean-up time. Facilities must be cleaned and vacated by the completion time; a fee of \$50 will be assessed every 15 minutes you occupy the facility after completion time.

Select a Facility	Daily Rental Fees	Deposit	After Hour Supervisor Fee
o Gym	\$ 350 Res /\$575 Non-Res	\$250 Res / \$500 Non-Res	\$15 hour
o Senior Room.	\$ 55 Res/ \$80 Non-Res	\$100 Non-Res	NA
o Room B	\$ 55 Res/ \$80 Non-Res	\$100 Non-Res	NA
o Room C	\$ 55 Res/ \$80 Non-Res	\$100 Non-Res	NA
o Fircrest Pavilion	\$ 57 Res/ \$115 Non-Res	\$100 Non-Res	NA
o Whittier Shelter,	\$ 115 Res/ \$212 Non-Res	\$100 Non-Res	NA
o Pool/Hr.	\$ 100 Res/ \$150 Non-Res	\$100 Non-Res	Included
o Wading Pool/Hr.	\$ 75 Res/ \$100 Non-Res	\$100 Non-Res	Included

## ACKNOWLEDGEMENT

The undersigned hereby makes application to the City of Fircrest for the use of \_\_\_\_\_ and certifies that the information on the application is correct. The undersigned acknowledges that the deposit is \$ \_\_\_\_\_. and the rental fee is \$ \_\_\_\_\_. The undersigned agrees to exercise the utmost care in the use of the premises/property. The applicant agrees to adhere to all rules and regulations pertaining to the use of this facility and to reimburse the City of Fircrest for any damages arising from the applicant's use of said facility. Any accident involving injury to participants or damages to facilities will be reported to City of Fircrest Authorities immediately. I/we further agree to indemnify, defend and hold the City of Fircrest, its officers, officials, employees and volunteers harmless from and against any and all claims, suits, actions or liabilities for injury or death of any person, damage to property, or for any other loss which arises out of our/my rental of these facilities. The City of Fircrest is not responsible for lost or stolen property. I/we also understand that all City of Fircrest ordinances apply to this rental application. I/we acknowledge that I/we have received and reviewed all the rental information. I agree to all terms of the Alcohol Agreement if I choose to serve alcohol at my event and will provide the required liability insurance.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Facility 1 \_\_\_\_\_ Rental Fee \$ (a) \_\_\_\_\_ Facility 2 \_\_\_\_\_ Rental Fee \$ (b) \_\_\_\_\_

Deposit \$(c) \_\_\_\_\_ Supervisor \$15X \_\_\_\_\_ HRS=\$(d) \_\_\_\_\_

(a)\$ \_\_\_\_\_ +(b)\$ \_\_\_\_\_ +(c)\$ \_\_\_\_\_ +(d)\$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_

Approval by: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Paid \_\_\_\_\_

(This Facility Rental Agreement is Approved only if signed by the Parks and Recreation Director)

Serving Alcohol

Certificate of Insurance Supplied (if required)



**FACILITY RENTAL - INSPECTION CHECKLIST**

Person In Charge: \_\_\_\_\_ Date of Rental: \_\_\_\_\_  
 Facility: \_\_\_\_\_

Complete a walk-through BEFORE and AFTER the event with facility staff. In some instances, staff may instruct you to complete your own before & after walk-through and submit it for review. Indicate with a checkmark that you completed the required service or indicate that the area does not apply by marking "N/A" in each of the following areas:

BEFORE/AFTER	Before	After
• Garbage, debris, and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpsters, including cigarette butts. ....	<input type="checkbox"/>	<input type="checkbox"/>
• Furnishings are returned to their original location including chairs, tables, trash cans, etc. ....	<input type="checkbox"/>	<input type="checkbox"/>
• Tables and chairs are clean and properly stored. ....	<input type="checkbox"/>	<input type="checkbox"/>
• Kitchen countertops and sinks are wiped down and clean. ....	<input type="checkbox"/>	<input type="checkbox"/>
• Microwave/Refrigerator/Oven empty and cleaned of all food spills.....	<input type="checkbox"/>	<input type="checkbox"/>
• Floors are clean (swept and mopped with clean hot water) and janitorial equipment is returned to its original location.....	<input type="checkbox"/>	<input type="checkbox"/>
• Decorations are removed (including tape used to secure them).....	<input type="checkbox"/>	<input type="checkbox"/>
• Personal belongings are removed from the facility. ....	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment is in working order and properly stored .....	<input type="checkbox"/>	<input type="checkbox"/>
• Clean up spills and excess dirt on carpeting and mats.....	<input type="checkbox"/>	<input type="checkbox"/>

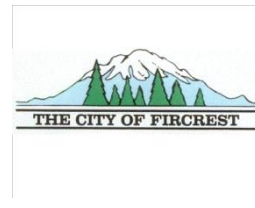
Comments regarding the condition of the facility or equipment before and/or after the rental:

After satisfactory inspection of the facility, cash and check deposits will be refunded within 30 days. Damages to facility and/or equipment will be assessed based upon repair or replacement costs. If costs exceed Security Deposit, an invoice will be submitted to collect remaining charges. If the facility is not properly cleaned, any cleaning done by Facility staff will be deducted from the Security Deposit at a rate of \$75/hour.

**I have completed a walkthrough of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.**

Renter **Sign-In** Signature: \_\_\_\_\_ Time-In: \_\_\_\_\_  
 Renter **Sign-Out** Signature: \_\_\_\_\_ Time-Out: \_\_\_\_\_  
 Facility Staff Signature: \_\_\_\_\_





## Rental Application Conditions

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Please initial each of the following items to acknowledge that you have read and agree with the information.

\_\_\_\_\_ **I understand** that this document serves as a request for usage of the Fircrest Community Center and affiliated facilities and in no way serves as an agreement for rental and/or usage. I understand that a Rental Agreement contract must be completed and confirmed by the Fircrest Recreation Department and all deposits must be paid in addition to the Rental Agreement contract for confirmation of a rental.

\_\_\_\_\_ **I understand** that my requested rental start-time and end-time includes all set-ups and clean-up and will end no later than 12 AM. I understand that I will not have access to a facility before or after my requested and confirmed start-time and end-time. Failure to exit facility/parking lot at confirmed end time **will result in quarterly rate of \$50 per 15 min.**

\_\_\_\_\_ **I understand** that time and date changes will be accepted in writing, a minimum of 30 days prior to the event, subject to facility and City Staff availability. Additional rental time must be paid at the time of request.

\_\_\_\_\_ **I understand** that I, the applicant, must be at least 21 years of age and be present throughout the entire rental period. The applicant must be in constant contact with the Building Supervisor.

\_\_\_\_\_ **I understand** that only rooms specified in the rental agreement will be available for my use on the day of your event. Rooms not specified on the rental contract may be occupied by other groups during my event. Entrances and closets must be kept clear of debris.

\_\_\_\_\_ **I understand** there will be NO SMOKING IN ANY CITY BUILDING OR WITHIN 25 FEET OF ANY BUILDING ENTRANCE.

\_\_\_\_\_ **I understand** that some equipment, decorations, and supplies cannot be used i.e.; fog/smoke machine, helium filled balloons, staples, tacks, glue, or anything that would damage city property or that is disapproved of by Recreation Staff.

\_\_\_\_\_ **I understand** that I must uphold Washington State Law and that all minors must have adequate and constant adult supervision.

\_\_\_\_\_ **I understand** that if I choose to serve alcohol, I must obtain a Washington Banquet Permit and **follow all applicable Guidelines and Restrictions within the permit.** I also acknowledge that my event must be a private event and that I cannot sell alcohol or collect money for the distribution of alcohol. I also understand that I must **stop serving at 10 pm**, and that no alcohol allowed outside of Community Center or in the Pool Area or in any of Fircrest's parks.

\_\_\_\_\_ **I understand** that **music** will be monitored by a decibel reading throughout the event and must be **turned off by 10 pm**.

\_\_\_\_\_ **I understand** the City of Fircrest has permission to restrict/limit use of sound equipment in compliance with city noise ordinance codes.

\_\_\_\_\_ **I understand** that if my event is over 200 attendees that it may require me to hire at least one off duty Police Officer from the City of Fircrest or a private security guard acceptable to the City of Fircrest. The City of Fircrest and Fircrest Police Chief have the final say in how many off duty police officers are required at my event and reserve the right to increase the number required due to significant risk factors.

\_\_\_\_\_ **I understand** this is a residential area and my event must respect the community.

\_\_\_\_\_ **I understand** all rented facilities, bathrooms, hallways, common areas and parking lots must be cleaned and in the same condition as when you arrived per the Facility Cleaning Sheet.

\_\_\_\_\_ **I understand** that the deposit is only refundable upon compliance of all terms of rental contract.

\_\_\_\_\_ **I understand** if I use vendors, or food servers, those enterprises need to provide general liability and liquor liability insurance.

I, \_\_\_\_\_ have read the above conditions for renting a City of Fircrest Facility. I agree to uphold these conditions and understand that failure to comply with any of these requirements may result in termination of the rental agreement, vacating the premises, forfeiture of deposits, and/or rental fees. In the case of damage or cleaning issues, additional charges may be assessed as well.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please attach any and all addition applications. A Recreation Department staff member will contact you within 14 business days of submission of the Rental Request form.

Official Use

Rental Request approved. Yes \_\_\_\_\_ No \_\_\_\_\_

Staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_