



Facility Rental

Arrive The day of your event

Each facility will have it's own unique requirements. This document provides general information for the day of your event and is not intended to act as a legal agreement or official policy. For full policy information regarding Facility Rentals, please contact: City of Fircrest Parks and Recreation at 555 Contra Costa Ave, Fircrest, WA 98466



Pre-Rental Walk-Through Tour

A staff member will be present to give you important information for your rental

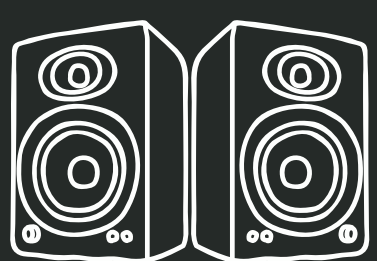
Decoration Guide

DOs

- Free-standing decorations
- On tables & chairs
- Fixed hooks designated for decorating

DON'Ts

- Decorations may not be attached to the building, windows, or fixtures
- No tape, tacks, or sticky hooks
- No lighted candles / open flames
- No scattering of rice, confetti, glitter etc.



During your event

Sound Amplification

- Doors & windows closed
- Reasonable levels

Alcohol

- Only if part of your rental agreement

Electricity

- Do not overload circuits



Clean Up Guide

Before leaving the facility, please make sure it's as you found it.

Lights off, closed up, & locked up.

Load Out

- Decorations
- Foodstuffs
- Equipment
- Supplies

Clean Up

- Tables & chairs wiped down & put away
- Floor vacuumed / swept
- All garbage removed



ALL STAFF COSTS IN EXTRA CLEAN-UP WILL BE DEDUCTED FROM THE DEPOSIT

After your event has concluded

You will receive a final closed invoice and your security deposit per the conditions of the signed agreement.

This process can take up to 5 business days.