



Parks and Recreation Department

Application Process for Indoor Rentals

1. Applications for facility use must be made in person at the Parks and Recreation Department (in the Richland Community Center, 500 Amon Park Drive). Proof of Richland residency (current City of Richland utility bill) may be required to receive resident discount on rental rates. Non-Profit rates are provided for organizations providing proof of non-profit status, 501(c)(3) at the time of reservation.
2. Reservations may be made up to 11 months in advance of event date. **Note:** *Richland residents may reserve up to 12 months in advance. All applicants must be at least 18 years of age and be present for the entire event. The person signing the reservation form (signatory) will be considered the responsible party for any issues during the event. All minors must have adequate adult supervision.*
3. Facility.
 - When booking the event, include enough time for delivery of supplies, to set-up, clean-up and take-down.
 - Do not block building entrances – no parking along bollards in front of building.
 - Staff is not authorized to sign for event deliveries. Plan to be present for deliveries, and made only during the approved event time, as indicated on the contract.
 - Due to space and security concerns, items cannot be stored for the event, nor accommodated overnight.
 - Encourage participants to utilize the provided recycling containers in the facility.
 - Only those rooms specified in the rental agreement will be available for event use.
 - Arrange an appointment with City staff for a facility tour and orientation, facility inspection checklist, and answers to event related questions. Appointments are subject to City staff and facility availability.

RENTAL FEES / INSURANCE / REQUIRED DEPOSITS

4. Twenty-five percent (25%) of the rental fee is required when applications are filed. Balance is due forty-five (45) days prior to the event date. Fees may be paid by cash, check, VISA or MasterCard. Damage/cleaning deposit is due fourteen (14) days prior to the event date. Damage/cleaning deposit requirements may be waived at the City's discretion, for groups who have an on-going relationship with the Parks and Recreation Department. Applications made less than forty-five (45) days in advance require full payment of the rental fee at time of application. Applications made less than fourteen (14) days in advance require full payment of both rental fee and damage/cleaning deposit at time of application. Failure to pay the rental fee balance forty-five (45) days prior to the event date or failure to pay damage/cleaning deposit fourteen (14) days prior to the event date may result in cancellation of the event without refund.

5. The signatory (person) on the application, or as an authorized representative of a sponsoring organization, is responsible for assuring compliance with all City policies and payment of fees, charges, and deposits concerning the event rental. All applicable refunds will be made to the signatory or organization named on the application. Correspondence and/or communication will be via the information listed on the application.
6. A certificate of liability insurance may be required by the City's Risk Manager for certain activities. Insurance requirements for events will be reviewed by City staff on a case-by-case basis. Criteria will include: nature of the event, number of people attending, and whether or not alcohol will be served.

Should insurance be required, a certificate of liability insurance must be presented to the Parks and Recreation Department seven (7) days prior to the event date, clearly stating date and location of event, with 'City of Richland' listed as additional insured. Reservations not in compliance are subject to cancellation. A certificate of insurance can be secured from most insurance companies. Information on special event insurance through WCIA can be obtained from staff. The certificate of insurance provided shall evidence:

General Liability Insurance covering premises, products, completed operations and contractual liability, naming the City as additional insured. The policy shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. It shall contain, or be endorsed to contain that renter's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of renter's insurance and shall not contribute with it.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII or equivalent.

7. Damage/cleaning deposits are 100% refundable provided the following conditions are met:
 - The facility is left in a clean and orderly condition per the "Facility Inspection Checklist."
 - Use of the facility does not exceed the scheduled time.
 - All equipment is accounted for and undamaged.
 - Damage to the facility or its contents has not occurred.
 - All rules and policies governing City of Richland facility use are met.

If the above conditions are not met to the satisfaction of City staff, an appropriate fee will be deducted from the damage/cleaning deposit. Plan ahead when scheduling the event as over-time charges for staff and facility use will be billed at twice the regular hourly rate. If the cost of cleaning and/or repair of the facility exceed the amount of the damage/cleaning deposit, the rental group will be billed for those additional costs. Needed repairs will be billed at the full replacement cost incurred, including labor charges.

8. Rentals and/or events with attendance of 150+ that require special insurance, permits, and/or affect typical use of the parks, open space/trails, or sidewalks will require a separate contract. Make an appointment with staff at 509-942-7529 for contract compliance.

9. All rentals are subject to staff approval. Approved reservations cannot be transferred, assigned or sublet. City reserves the right to deny any facility use request. Applications are final when signed by the City and required fees are paid.
10. Be aware that the Community Center may have simultaneous rentals at any given time.

REFUNDS / CANCELLATIONS

11. All event cancellations must be made in writing.
 - Cancellations made 14+ days prior to the event date receive a full refund of the contracted hourly rental fees paid, less an administrative fee.
 - Cancellations made 7-13 days prior to the event date receive 50% of the contracted hourly rental fees.
 - Cancellations made 0-6 days prior to the event date receive **no refund** of the contracted hourly rental fees.
 - Damage/cleaning deposits refunded in full if cancelled prior to the event.

Requests to change the time or date of an event will be accepted in writing. Approval for the change is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change. Date changes will be treated as a cancellation and new reservation.

The City, acting in good faith may (under certain conditions) open the facility late, close early, or cancel the event in circumstances where the facility becomes unsafe for the intended use or to the public. Such circumstances may include, but are not limited to, natural disasters, inclement weather, environmental hazards, civil disturbances, emergency circumstances or other events affecting public health and safety. In such situations, fees shall be refunded or the event rescheduled at the next available date. The City will attempt to give a reasonable notice of the cancellation.

12. Rentals canceled due to violations of City policies forfeit all rental fees.

CONDITIONS OF RENTAL USE

13. The signatory must be present at all times during the rental, including set-up, clean-up and take-down.
14. The signatory must be as accurate as possible when estimating attendance for the event. The number of people allowed into the facility/room is limited to the capacity assigned to the space rented required by Fire Code. Authorized City personnel may deny or close event if the number of people exceeds the original estimate. The City reserves the right to terminate any rental to protect public safety and/or City property. Refunds will not be made in this instance.
15. The use of tobacco and tobacco related products is prohibited within 25 feet of the Richland Community Center. Violations may result in suspension from future use and/or forfeiture of damage/cleaning deposit. The City reserves the right to enforce the law, and in its sole discretion may call the Police or terminate the event to ensure compliance with the law.

16. In accordance with the 2006 International Fire Code (Section 105.6.32), open flames and candles (including flaming food) is not permitted. Contained fuel canisters designed to warm food, are allowed.
17. Be courteous and aware of sound impacts to other building users. Amplified live music, pre-recorded dance music, and microphone use may necessitate an exclusive building rental.
18. A chaperone is required for every 15 youths under age 18 at a dance or social function. Chaperones must be at least 21 years of age.
19. Children must be supervised at all times. If behavioral problems arise, the signatory may be asked to have the children and the adults responsible for their care to leave the facility.
20. Facility/Room Use Applications will not be approved for sectarian instruction or religious worship on an on-going basis unless authorized by the Parks and Recreation Director.
21. Use of the facility/room for political events must be approved by the Parks and Recreation Director.

FOOD / BEVERAGES / ALCOHOL

22. It is the signatory's responsibility to assure compliance with all food service arrangements with the Benton-Franklin Health Department.
23. If Signatory receives approval to serve or sell alcohol at the event, be advised of the following requirements:
 - Rentals not in compliance with stated deadlines are subject to cancellation (Note: Please allow adequate time for the permitting process).
 - It is unlawful to consume or sell alcohol without appropriate permits and written permission from the City, obtained by way of a contract, prior to the event.
 - A permitted alcohol server (server), at least 21 years of age, is required. It is the signatory's responsibility to hire the server and ensure the server's permit and insurance are submitted to the City seven days prior to the event. A copy of the server's "Class 12 or 13 Permit" issued by the Washington State Liquor Control Board is to be submitted to the City a minimum of 14 days prior to the event. All alcohol is to be served by the permitted server only. NO self-serve of any type is allowed. Personal use of privately provided alcohol, including flasks, is not allowed.
 - Alcoholic beverages permitted by the City, must stay within the rented room. They are not allowed in hallways, restrooms, lobby, lounge, or outside the building. The City reserves the right to terminate the rental if found in violation and refunds forfeited.
 - A 'Washington State Liquor Control Board Banquet Permit' is required. Groups planning to sell alcohol are also required to purchase an 'Alcohol License.' Copies of the permits must be posted in a conspicuous location near the serving area. Permit copies must be submitted to the City 7 days prior to the event.
 - Signatory is responsible for the conduct and behavior of drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
 - Alcohol service must stop a minimum of 1 hour prior to events ending time.

- Renter/signatory shall provide Liquor Liability insurance in the amount of \$1,000,000, naming the City as additional insured, for the duration of the event. If alcohol service is contracted out, the host liquor liability coverage may be substituted when alcohol is consumed and not sold on the Premises with prior written approval of the City.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures will result in a Police citation, immediate shut down of the event, forfeiture of the deposit, and/or additional fees and penalties.

SET-UP / TAKE-DOWN / CLEAN-UP

24. The event may occupy the facility only during the times listed on the rental agreement.
25. Signatory is to bring the approved Facility Rental Agreement and check-in at the Front Desk upon arrival for the event.
26. It is the signatory's responsibility to oversee set-up for the event, including moving portable furnishings and setting up tables and chairs. Use caution when facilitating room set-up to ensure floors and walls are not damaged. The City is not liable for any personal injuries or damage to personal property resulting from set-up and take down activities.
27. City-owned equipment and furniture may not be removed from the facility. Any non-City equipment brought in (wedding arches, decorative lamp posts, cocktail tables, etc.) must be approved by City staff. All non-City equipment is the signatory's responsibility and expense.
28. Due to limited space, storage is not provided for rentals. All equipment, supplies, food stuffs, and decorations brought in must be removed at the end of the rental period.
29. To provide a safe, attractive building, the following regulations are necessary:
 - Decorations must comply with Fire Code regulations. No open flames (such as candles) allowed.
 - Mounting putty is the only approved method to affix decorations. Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.
 - Do not throw confetti, birdseed, popcorn, glitter, silly string, rose petals, rice, or other material inside or outside the Community Center. Such materials are very difficult to clean up and create unsafe conditions. Bubbles may be used outside the building.
30. At event conclusion, these tasks are the responsibility of the signatory:
 - Remove and dispose of any event decorations.
 - Empty trash containers into the large dumpster, located on the north side of the building.
 - Wipe-off the room sinks and counters.
 - (If applicable) Clean kitchen: wipe up spills, clean range tops, remove food from storage, refrigerator, etc.
 - Assure all tables and chairs have been cleaned and put back in their proper storage.
 - Sweep and mop floors.
 - Assure the facility/room is left in as good or better condition than found upon your arrival.
 - Complete and sign a Rental Inspection Check-Out Form with City staff.

DAMAGES / SUSPENSION

31. Any group, individual, or organization using the facility is responsible for damages incurred during use. The signatory and organization represented on the application will be responsible for any costs incurred to repair any damage or needed excessive cleanup.
32. The City will retain all or a portion of the damage/cleaning deposit to cover:
 - Cost of repairing damages to the facility/room incurred during the event.
 - Costs for staff involved in clean-up for which the signatory is responsible.
 - Costs for staff should rental event exceed the events ending time.
 - Replacement of stolen or missing items from the premises while under the responsibility of the signatory.
33. For damage/cleaning deposit and fee amounts, refer to the current fee schedule. Deposits will be processed following City Finance procedure guidelines.
34. Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the facility and/or participation in future programs by the City. Refunds will not be given for events interrupted by policy violations.

These rules are not all inclusive or exhaustive, but exemplary of the general conditions under which City of Richland facilities may be used and the responsibility expected of users. The rules may be revised, supplemented or otherwise adjusted as circumstances and the judgment of the City of Richland dictate.

THANK YOU for your cooperation.

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