



# CITY OF RICHLAND – 2026 INDOOR RENTAL APPLICATION

500 Amon Park Drive, Richland, WA 99352, 509.942.7529

**Rental Fee: Less than \$200 - Pay in full at the time of reservation. Over \$200 – Pay \$200 at the time of reservation. The remainder is due 30 days before the rental date.**

Applicant Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Event Designated Person (if different from Applicant) Name & Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Do you have an event planner?  Yes  Name & Phone: \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_ UBI#: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Room(s): \_\_\_\_\_

Event Name: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Reservation Time: \_\_\_\_\_ to \_\_\_\_\_ (Include setup & cleanup) Event Time: \_\_\_\_\_ to \_\_\_\_\_

Do you need to reserve the kitchen?  Yes  No *If yes, see the back page for insurance information.  
(Kitchen reservations must be made 60 days in advance.)*

Kitchen Start Time (Must Include Set-up): \_\_\_\_\_ End Time (Must Include Clean-up): \_\_\_\_\_

Will there be a DJ or band (amplified sound)?  Yes  No *User shall respond promptly and appropriately to any complaints received regarding excessive noise, up to and including removing the noise source.*

Will there be an inflatable structure or toys outside at your event?  Yes  No *Company must provide a certificate of liability insurance and be on the L&I Amusement Ride Operators list.*

Will your event be catered?  Yes  No *If yes, by whom?* \_\_\_\_\_

**Caterers must set up in the rented room, or the kitchen must be reserved. Caterers cannot set up in the hallway.**

### FURNITURE REQUESTED:

Tables: 3x6: \_\_\_\_\_ 72" Round (8-10 people): \_\_\_\_\_ 60" Round (4-6 people): \_\_\_\_\_ 19x96 Silver: \_\_\_\_\_ 4x4 Card: \_\_\_\_\_

Chairs: Banquet: \_\_\_\_\_ Meeting: \_\_\_\_\_ PODIUM: \_\_\_\_\_ 75" TV: \_\_\_\_\_ TV splitter: \_\_\_\_\_ Sound (RVR Only/Mic not included): \_\_\_\_\_

**Special Event Agreement:** \*If YES to any of the following questions, a Special Event Agreement may be required. The room must be reserved at **least 60 days in advance of the requested event date**. Insurance documentation is due 30 days before the event date; otherwise, the reservation may be canceled.

\*Will alcohol be served/sold?  Yes  No *If yes, see the back page for insurance information.*

\*Will your event have vendors (food, merchandise, etc.)?  Yes  No *If yes, will they be selling?*  Yes  No

Who are the vendor(s)? \_\_\_\_\_

Where will they be setting up? \_\_\_\_\_

## BUILDING POLICIES

- **RENTAL TIME:** Includes set up, clean up, and take down.
- **PARKING/ACCESS:** Do not block building entrances – no parking along bollards in front of the building. No driving on the grass to deliver supplies unless it is pre-approved.
- **ROOM RENTAL:** Only those rooms specified in the rental permit will be available for event use.
- **RESPONSIBLE PARTY:** The signatory must be present during the entire rental period, including set up, clean up, and take down, unless otherwise designated to another.
- **CHILDREN:** Children must always be supervised. If behavioral problems arise, the signatory or designee may be asked to have the children and the adults responsible for their care leave the facility.
- **DELIVERIES:** Staff are not authorized to sign for event deliveries.
- **STORAGE:** Due to limited space and security, storage is not provided for Community Center rentals. All equipment, supplies, food, and decorations brought in must be removed by the rental party by the end of the event.
- **FURNITURE:** Do not drag tables, chairs, or other objects across floors. City-owned equipment and furniture may not be removed from the Community Center. All non-City equipment is the responsibility and expense of the rental party. Bounce houses are not allowed in the building.
- **DECORATIONS:** Mounting putty or painters' tape are the only approved methods for affixing decorations. Tacks, glue, nails, staples, all types of tape (except painters' tape), or other fastening methods are prohibited. Throwing confetti, silly string, or other materials inside or outside the Community Center is prohibited. Bubbles may be used outside. Open flames and candles (including flaming food) are not permitted. Fuel canisters designed to warm food are allowed.
- **TOBACCO:** Use of tobacco and tobacco-related products are prohibited within 25 feet of the Community Center.
- **SOUND:** Be courteous and aware of sound impacts on other users. Staff may request volume adjustments as needed.
- **CLEANUP:** Remove and dispose of event decorations. Empty trash containers into the dumpster located on the north side of the building. Wipe sinks and counters, and ensure all tables and chairs are cleaned and returned to their original state. Sweep and mop floors. Leave the facility/room in the same condition or better than it was upon arrival. Kitchen: wipe down countertops, clean up spills, range tops, remove food from the refrigerator, and turn off used appliances.
- **CHECK-IN/CHECK-OUT FORM:** Be aware of check-in and check-out expectations. The signatory or their designee must sign the form at both check-in and check-out.

## REFUNDS/CANCELLATIONS

- All cancellations must be made in writing by completing a cancellation form.
- Cancellations made 14+ days before the event date receive a full refund of the agreed hourly rental fee.
- Cancellations made 7–13 days before the event date receive 50% of the agreed hourly rental fee.
- Cancellations made 0–6 days before the event date receive no refund of the agreed hourly rental fee.
- The damage deposit is refunded in full if canceled before the event.
- The administration fee is non-refundable (applies only to Special Event Agreements).

## INSURANCE REQUIREMENTS (KITCHEN, ALCOHOL, VENDORS) – *(Special Event Agreement Section 2.7)*

- If insurance is required, rentals must be made at least 60 days in advance. Proof of insurance is due 30 days in advance.
- General Liability Insurance (Certificate of Liability Insurance (COI) and Endorsement page — CG 2026 or equivalent) naming the City of Richland (625 Swift Blvd, Richland, WA 99352) as an additional insured, written with limits no less than \$2,000,000 per each occurrence and \$2,000,000 general aggregate.
- If serving alcohol, either host or liquor liability insurance is required of no less than \$1,000,000.

## ALCOHOL REQUIREMENTS – *(Special Event Agreement 2.7, 3.1)*

- Insurance is required (see insurance requirements section above for details).
- A Banquet Permit must be purchased through the Washington State Liquor and Cannabis Board and posted in the room on the day of the rental.
- A licensed bartender or caterer must serve alcohol. No self-service of any type is allowed.
- Alcohol service must stop at least one (1) hour before the end of the event.