



# SHELTON CIVIC CENTER

## RENTAL POLICY AND PROCEDURES

### 1. RESERVATIONS & PAYMENT PROCEDURES

- A. Reservations will be accepted on a first come written application basis only. Telephone inquiries are welcome. For more information, please call, 360-426-9731
- B. Reservations are suggested to be made a minimum of thirty (30) days. Rentals with less than thirty (30) days notice will depend on staff and facility availability. Confirmation of main room rental will take place with receipt of \$50.00 non-refundable advance rental fee or rental fee paid in full.
- C. Payment Procedures:
1. The rental fee must be paid in full thirty (30) days prior to the event. If payment is not received within the time limit, your reservation will be subject to cancellation. Please make checks payable to: City of Shelton
  2. A damage/cleaning deposit of \$300.00 will be charged, for some events, and is due thirty (30) days prior to the event. The damage/cleaning deposit will apply to all building facilities, furnishings, and equipment. To insure the return of your damage/cleaning deposit, please make sure you have the staff person on duty check the facility before you leave. She/he will point out any problem areas at that time. If there is no damage/cleaning, the deposit will be returned to you within thirty (30) days after the scheduled event.
  3. Cancellations can be made two (2) weeks prior to the event, in writing. Cancellations after that time will result in twenty-five (25%) percent of the rental fee being retained or the \$50.00 non-refundable deposit retained. Damage deposits will be refunded in full.
  4. Rental hours are consecutive and must include time for delivery of supplies, set up, take down and clean up.
  5. The person completing the rental agreement must be at least 21 years of age and must be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event.
- D. After approval of application, the applicant, for any use with significant potential liability exposure as determined by the City, shall furnish to the city evidence that she/he has in full force and effect, a liability policy with the City of Shelton as an additional insured in an amount to be determined by the City covering any bodily injury or property damage arising out of or in any way connected with the use of the facility by the applicant; except claims for damages or personal injuries that arise from the sole negligence of the City.

This insurance may be obtained through Washington Cities Insurance Authority (information available at Civic Center) or through their own insurance agent. The required insurance is Commercial General

Liability with limits of \$1 million combined single limits per occurrence and the City of Shelton named as an additional insured. Insurance may be required for groups that do any of the following:

- are open to the public
- charge an admission fee
- serve alcohol
- sell food
- involves physical activities which have been deemed by the City as high risk

## **2. RATE INFORMATION**

The following rates will be charged for rental of the civic center community use space\*:

### **MEETING ROOMS**

	Per hour including setup/cleanup
Room 1	\$15.00
Room 2	\$30.00
Room 3	\$45.00

**MAIN ROOM** \$45.00 per hour (including setup/cleanup)

- \* PUD # 3, Mason General Hospital, Mason County, and Non-profit organizations - 50% discount during regular business hours.
- \* \$300.00 damage deposit for specified events.
- \* \$100.00 additional charge for any event serving alcohol.
- \* \$50.00 additional charge for use of kitchen (any food preparation or service).
- \* Coffee service, room dividers, staging, overhead projector, LCD projector is available for a fee

## **3. GENERAL RULES**

- A. Rental facilities are not available on Christmas Eve, Christmas, Thanksgiving, Easter, New Years Day, July Fourth, Labor Day, and Memorial Day.
- B. Use of rice, birdseed, confetti, or like materials inside or outside of the facility is not permitted.
- C. Decorations may only be attached to walls, windows, or ceilings with painters (blue) masking tape or similar non-marring material.
- D. Any use of flammable materials, such as candles, is regulated by the Shelton Fire Department. Renters are limited to three (3) candles per table. Candles must be placed on a non-combustible service. Candles used in a center piece surrounded by combustible materials must be contained in a votive or similar container. Food warming appliances must be used in accordance with manufacturers recommendations. Sterno is acceptable.
- E. Uses of illegal drugs, smoking, and/or gambling are not permitted in the Shelton Civic Center.
- F. Only those rooms specified on the agreement will be available for use by the renting party.

- G. A City of Shelton staff person will be present in the facility during the rented time. The staff person will:
1. Unlock interior and exterior doors
  2. Turn on lights
  3. Demonstrate the use of appliances, A/V equipment, and other amenities
  4. Answer questions regarding facility and equipment
  5. Before the group's representative leaves, a walk through the rented rooms with City staff will be made to make sure everything has been returned to its original state
  6. Lock up after the group departs
- H. Alcoholic beverages are allowed inside as long as the following requirements are met:
1. A Washington State Special Occasions License or Banquet Permit must be obtained and displayed in the room during the event. A copy of the permit or license must accompany the rental payment. Application forms are available in all State Liquor stores.
  2. A Banquet Permit is needed for all private functions where liquor is served. Banquet Permits are needed for business or social organization functions where alcohol is served at no charge and/or brought in by its members. The function cannot be open to the general public. No alcohol may be sold under a Banquet Permit.
  3. Non-profit groups planning to sell alcohol for profit must obtain a Special Occasion Liquor License.
  4. **All alcohol service must end at 11:00PM. No alcohol will be allowed to be dispensed after 11:00PM. Failure to do so will result in closure of Shelton Civic Center and forfeiture of damage deposit.**
- I. All minors on the premises must have adequate adult supervision.
- J. Renters are welcome to use kitchen appliances when the kitchen fee is paid. Silverware, dishes, towels, glasses, and other kitchen supplies are not available.
- K. The City of Shelton cannot be responsible for accident, injury, or loss of property.

#### **4. SET UP / CLEAN UP**

- A. All items brought into the building by the renters need to be removed by the end of the rental period. Applicants are asked to remove food, materials, equipment, furnishings, and decorations or garbage left after use of facility. **The renter is responsible to clean floors, tables, and kitchen. Including sweeping, vacuuming, mopping, and wiping down surfaces. The renter is responsible to leave the facility in the same condition that you find it in.**
- B. Please take all trash to the dumpster located at west side of building.
- C. The City will be responsible for set up and take down of tables and chairs. Layout will be determined in advance of the rental.

D. In signing the rental application, the renter agrees to pay the cost of any cleaning or damage repair to the community center during their event.

**5. FACILITY INFORMATION**

The Shelton Civic Center has four (4) areas available for rental. There are 1800 square feet of meeting room space that can be divided into one, two, or three rooms.

The facility will be available for rental on:

- Weekdays 8:00 AM – midnight
- Weekends **8:00AM – midnight (cleanup may occur until 1:00AM)**

Parking Spaces Available:

Standard Stalls – 15 Compact Stalls – 3 Handicap Stalls - 4

Daytime parking is limited. For large events please carpool or utilize transit

<u>Area</u>	<u>Square Footage</u>	<u>Seating Capacity</u>
Meeting Room 1	600	40
Meeting Room 2	1200	80
Meeting Room 3	1800	120

Each room has carpeted flooring. Tables, chairs, projector screens, and podiums are available for use.

**Tables:** 30 – 5’ rounds 6 – 6’ rounds 21 – 8’ rectangles 7 – 6’ rectangles

**Chairs:** 350

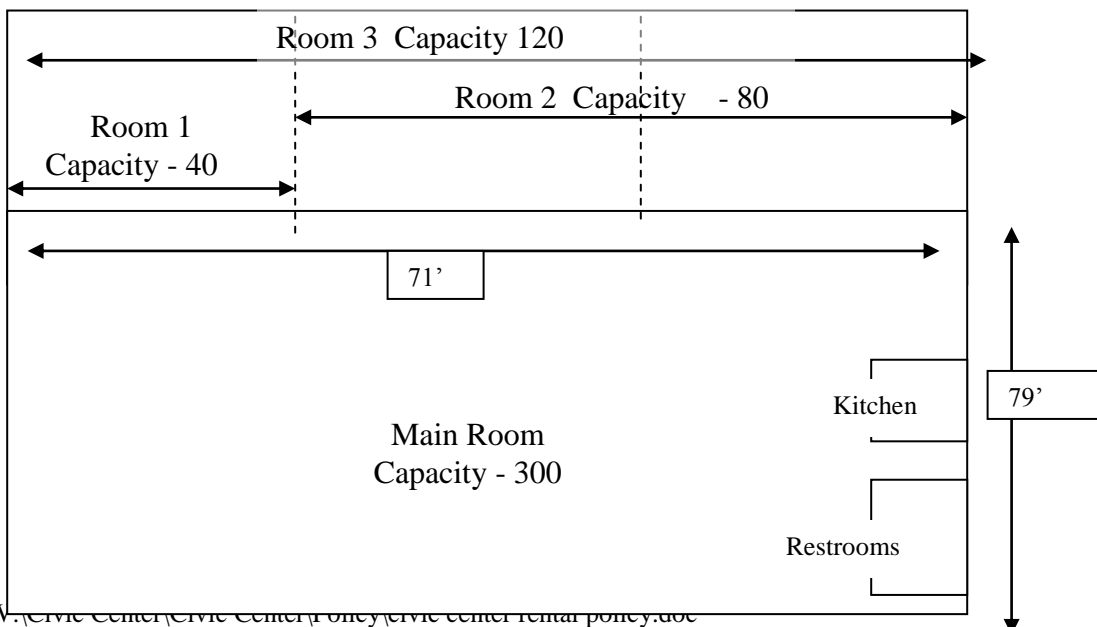
The “main room” is comprised of the large tiled space area. .

<u>Area</u>	<u>Square Footage</u>	<u>Seating Capacity</u>
Main Room	7,040	370

\* Depending on the activities, rooms may not be able to be rented simultaneously by different renters.

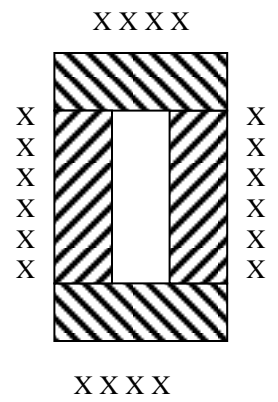
Floor Space Diagram:

Stair railing: approx. 25’

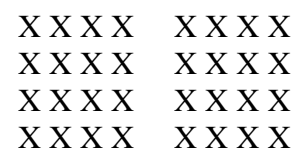


Room set-up examples:

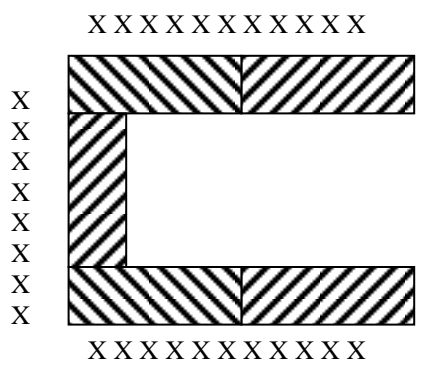
**Open Square**



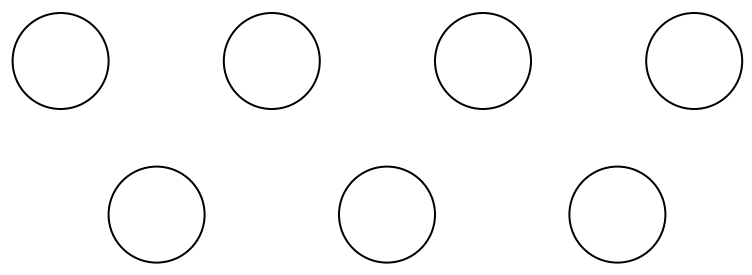
**Theater**



**U - Shape**



**Banquet**



X = chair

