

COMMUNITY CENTER MEETING ROOM POLICIES AND PROCEDURES

Philosophy Statement

The purpose of the Lacey Community Center is to provide a multi-use facility for meetings and activities which are recreational, social, civic or commercial in nature.

The Lacey Community Center belongs to the citizens of the City of Lacey and is available for their use and enjoyment, and is also available to non-residents. The Lacey Community Center will not be made available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, national origin, gender, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability. Permission to use the facility does not constitute an endorsement of a group's philosophies, policies or beliefs. All use is to be in accordance with the following policies.

Interpretation of any Lacey Community Center Policy shall be made by the Director of Parks and Recreation or the Director's designated representative.

Application Procedure

Any person or group wanting to use the Lacey Community Center shall make inquiries either by phone or in person at the Community Center. Deposits and signed contracts are required to hold rental dates. Information is available at the Community Center and at the Parks and Recreation office in Lacey City Hall (420 College Street SE / phone 491-0857).

Reservations for private use may be made a maximum of fifteen months prior to the desired date, and must be made in person by written application. For information on reservation restrictions for other uses, check with Parks and Recreation. No phone reservations will be accepted.

Use of the Community Center and assessment of fees will be approved in writing by the Director of Parks and Recreation or the Director's designated representative.

Permits may be revoked for violation of policies. Permits shall not be assigned or sublet.

Definitions

Applicant

Person(s) or group(s) requesting use of the Lacey Community Center facility shall be referred to in this Policy as "Applicant".

Commercial Use

A gathering for sale or promotion of goods and services, or conducting business/training of a private organization. Any other use shall be defined as "Social".

Deposit

An amount paid in advance of an event to secure a rental and to insure proper cleanup, and to cover breakage, loss or damage. Reservations will not be booked without payment of the deposit.

Equipment Fee

The fee charged to any applicant requiring use of audiovisual and business meeting equipment. Fees are charged on a per item basis.

Kitchen and Utensil Fee

The fee charged to any applicant requiring use of the kitchen and associated equipment/utensils.

Normal Operating Hours*

Monday - Thursday: 7 a.m. - 10 p.m.

Friday: 7 a.m. - 12 p.m.

Saturday: 7 a.m. - 12 a.m.

Sunday: 7 a.m. - 10 p.m.

City Holidays: Closed (New Years Day, Martin Luther King's Birthday observed, Presidents' Day, Memorial Day observed, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day)

Room Fee

Check with Parks and Recreation for updated fees. Rentals exceeding the scheduled time will be charged in 30 minute increments, always rounding up to the full 30 minute time period.

Weekday

The time period between 7:00 a.m. Monday and 4 p.m. Friday of the same week.

Weekend (prime rental period)

The time period between 4 p.m. Friday and 10 p.m. Sunday.

General Regulations

Reservations

- A. Use of the facility will be limited to persons or groups who are legally willing and financially capable of accepting responsibility for the activity, and the structure and contents of the facility.

The City reserves the right to require forms, applications and documents as may be necessary to protect the Community's investment in the Lacey Community Center. Meetings or activities shall be conducted in an orderly manner. The applicants shall be financially responsible for personal injuries or property damages arising from the meetings or activities.

- B. Reservations of facilities and payment of fees, when applicable, shall be made a minimum of thirty days in advance of the desired date. Reservations for private use may be made up to fifteen (15) months in advance of the activity. However, reservations shall not imply or constitute a monopoly of benefit for a person or organization.

- C. A reservation is not confirmed until the applicant receives an approved copy of the reservation form signed by an official representative of the City, and the applicant shall not advertise its use of the Community Center until such authorization is received. Reservations will not be booked without payment of the deposit.
- D. Unless written approval has been granted, no group using the Lacey Community Center will be allowed to use the City or Center logo or imply in any way that the City is a sponsor/co-sponsor of the event/activity.
- E. At the time application is made, applicant assumes responsibility for obtaining all required permits. Failure to obtain permits and insurance coverage thirty days in advance of the rental date(s) constitutes grounds for forfeiture of deposit, and City may restrict the use of facility to include full cancellation without refund.
- F. Ongoing, regularly scheduled meetings will be considered but will not be allowed to monopolize the time available for rental use.

Deposits

Applicants will be required to deposit \$250 for category "II" or \$50 for category "I"(refer to page 156) rentals to insure proper cleanup and to cover breakage, loss or damage. The applicant shall be required to pay the full cost of breakage, damage or loss (over and above deposited funds) regardless of amount. If damage occurs and is less than the amount of deposit, the balance shall be refunded with a copy of the invoice for damages.

All deposits will be refunded if reservations are not cancelled, proper cleanup is completed and no breakage or damage to the grounds, facility, or equipment occurred. Proper cleanup shall be determined by Lacey Community Center staff on duty.

Deposit Payment

When deposits are required, full payment of deposit(s) must accompany every signed contract.

Fee Payment

The balance of all fees shall be paid at the Community Center office or at Lacey City Hall in the recreation office a minimum of 30 days prior to the use of the facilities.

Multiple Date Reservations

Application for use of a room for more than one date shall require an additional deposit of \$50 for each separate day of use.

Notice of Cancellation

- A. All cancellations need to be made in writing. There will be a \$50.00 cancellation fee for each Banquet Room Reserved, and a \$25.00 cancellation fee for each Meeting Room reserved. Weekend Banquet Room reservations will be subject to a minimum cancellation fee of \$150.00. Cancellations made 90 days or less before the reserved date will result in the loss of the entire damage deposit. Cancellations made less than (14) fourteen days in advance of the reserved date will result in the charges of the full rental fee.

- B. Cancellation by the City: notice will be given as far in advance of the scheduled use as possible, and a full refund shall be made of funds collected by the City. In case of inclement weather, the City will only cancel at the discretion of the Community Center Manager due to the facility being in an inoperable condition.

The City shall not be responsible for any damages of whatever nature or kind, relative to the cancellation of the event.

- C. When applications are reviewed by the City, and security and insurance requirements are requested of the applicant, causing the applicant to wish to cancel the application, the Community Center Manager shall be authorized to allow for complete refund of deposits.

Beverage Service Charges

Coffee and tea service are available if requested at least 7 days in advance. Current rates are established by the Community Center Manager and are available in the facility reservation packet.

Equipment Rental

Audiovisual and business meeting equipment can be rented on a per item basis based on availability. Current rates are established by the Community Center Manager and are available in the facility reservation packet.

Facilities

Facilities and equipment shall be left in the same condition as found prior to the activity.

Users of the facilities shall observe and comply with all applicable City, County, State, and Federal laws, rules and regulations.

Damage

- A. Users of the Lacey Community Center are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.
- B. Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the user will be assessed the additional amount.

Liability

The City of Lacey will not accept liability for injury to users, loss of personal property, or damage to property of the group or an individual.

Insurance

- A. The City may require the applicant to carry a policy naming the City of Lacey as an additional insured when deemed necessary by the Community Center Manager at amounts recommended by the City of Lacey Attorney.
- B. When insurance is required, a certificate of insurance must be provided to the Community Center staff at least thirty (30) days prior to the scheduled event.

Security

- A. When, in the opinion of the City of Lacey Parks and Recreation Director, activity conditions warrant the presence of one or more certified security personnel, the cost of this service shall be borne by the applicant sponsoring the activity.

Supervision of Events

City of Lacey Parks and Recreation employee(s) shall be assigned to be on site at all programs and/or activities. The City employee(s) shall be responsible for and have complete authority to require changes in activities or cessation of activities. Groups using the facility shall comply with the requirements or instructions provided.

Minors

Groups composed of minors shall be supervised by one adult (18 years of age or older) per 20 juveniles at all times while using the Lacey Community Center. The application for use of the facility must be made by the adult who will be responsible for and in attendance at the activity.

Decorations

Any decorating or other alterations to the existing facilities will be subject to prior approval of the Community Center Manager or the Manager's representative. No objects are to be suspended or attached to ceilings, walls, or windows without prior written approval.

Use of any open flame or non-fireproof materials is, as a general rule, not permissible in any public building. Prior clearance must be granted in writing from the Community Center Manager or the Manager's representative.

Floors

No objects are to be attached to floors by any method, and no materials are to be applied to floors without prior written approval.

Animals

Only animals providing personal assistance to the owner will be allowed inside the Lacey Community Center.

Smoking

No smoking of any kind is permitted inside the Lacey Community Center, on the patio, or within 25 feet of building entrances.

Rice, Birdseed, Confetti (etc.)

Use of such materials is not permitted inside the building or on the grounds. Use of the above will result in forfeiture of the entire damage deposit.

Cleanup

Facilities and equipment shall be left in the same condition as found prior to the activity, including restrooms. The cost of any additional cleaning or repairs that require Parks and Recreation Department Personnel will be added to the user's bill. All cleaning must be done immediately after the event.

FOOD AND BEVERAGE REGULATIONS

Alcohol

- A. Use of alcoholic beverages shall be by written permit only and must be requested at the time the facility use application is made. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and Lacey Community Center policy.
- B. No alcoholic beverage shall be served to any person under 21 years of age.
- C. Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City's property, or arising off the City property, or as a result of alcohol being available on City property shall be the sole responsibility of the organization, its sponsor and/or adult representative.
- D. The permittee shall remove all beverages and beverage containers from the premises immediately following the approved function.
- E. Food and refreshments, including alcoholic beverages, shall only be permitted in certain designated areas as determined by the Community Center Manager.
- F. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Liquor Control Board. Any organizations using the City premises shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. The City shall have no responsibility in this regard.

Evidence of required permits, licenses, or insurance must be provided to Lacey Community Center staff at least 30 days prior to the scheduled event.

- G. Groups serving alcohol are asked to arrange for designated drivers or provide alternatives for transportation needs.

Other Beverages

Coffee and tea are available if arrangements are made during the application process. Current rates are established by the Community Center Manager and are available in the facility reservation packet.

Food

- A. Groups serving meals shall meet all Health Code regulations.
- B. If an applicant wishes to have a catered function, a City approved licensed caterer must be used. A list of approved caterers will be provided upon request (if a caterer is not on the list, they may be added if willing and able to comply with department requirements).

- C. The kitchen is available to prepare and serve food on premises using the City facilities and equipment. Current rates for these items are established by the Community Center Manager and are available in the facility reservation packet.
- D. The type of food preparation is restricted due to kitchen equipment available. Menus need to be reviewed with the Community Center Manager at the time of application.

Rental Categories and Fees (Check with Parks and Recreation for updated fees)

Categories

I. Reduced Fee

General Conditions:

- 1) Limited to Monday - Thursday, 7:00 a.m.–10:00 p.m., and Friday, 7:00 a.m.– 4:00 p.m.
- 2) Two (2) hour minimum reservation required per use.

I.a. City of Lacey Recreation Programs (room rates at 20%)

Conditions:

- 1) Banquet room weekend use limited to once per program quarter.
- 2) Reservations can be placed a maximum of 18 months in advance.
- 3) Rules and regulations may be waived at the discretion of the Director.

I.b. Community Non-Profit Service or Youth Organizations (room rates at 60%)

Conditions:

- 1) Reservations can be placed a maximum of six months in advance.
- 2) Organization may not charge admission or solicit donations.

I.c. City Departments and other Government Agencies (room rates at 60%)

Conditions:

- 1) Reservations can be placed a maximum of six months in advance.
- 2) Organization may not charge admission or solicit donations.

II. Full Fee (Users paying full fee can reserve up to 15 months in advance.)

II.a. The following will be charged full fee:

- 1) Private parties including but not limited to receptions, banquets, and dances.
- 2) Any event in which alcohol is served.
- 3) Public events (except city recreation programs) that charge admission or solicit donations.
- 4) Any fund-raising event for a non-profit group.

II.b. The following will be charged 200% of the full fee:

- 1) Private groups or organizations who will be selling items or services.
- 2) Private groups or organizations conducting classes, clinics, etc. for profit.

