



**FIFE**  
WASHINGTON

PARKS &  
RECREATION

# *Venue Rental Policies*



## Connections Within Reach

INSIDE: Payments | Policies & Procedures | Rules  
Deposits & Cancellations | Rental Application



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## PAYMENTS, DEPOSITS & CANCELLATIONS

### A. GENERAL INFORMATION TO RENT FIFE COMMUNITY CENTER:

1. For questions about the facility, the rental application process, or to make an appointment to see the facility, please contact Bonnie Moeller, the Facility Rental Coordinator, at [bmoeller@cityoffife.org](mailto:bmoeller@cityoffife.org) or 253-896-8657.
2. Rental reservations can be made up to 18 months in advance.
3. Must be at least 21 years of age to request to rent facility.
4. Must be present and coherent during the entire rental.
5. Applicant is responsible for all aspects of the rental, including behavior of guests, payments of fees and deposits, and any damage done to the Fife Community Center and its equipment.
6. Any weekend/weeknight rental inquiries within 30 days of the requested rental date are not guaranteed their reservation until the Facility Rental Coordinator confirms staff coverage.

### B. PAYMENT PROCEDURES:

1. The facility deposit and 50% of the rental fees are due at the time of booking. The remaining rental fees are due 45 days prior to the rental date. If the booking is made less than 45 days prior to the rental date, the full deposit and rental fees are due at the time of booking.
2. Payment Options: Cash, Check & Credit Card (VISA, MASTERCARD, or DISCOVER)
3. Non-Profits and Government Agencies receive a 25% discount. To receive the discount, Non-profits need to show proof of their status by giving a copy of their 501-C3 to the Facility Rental Coordinator.
4. No rentals are available on City of Fife Observed Holidays.
5. Renters with proof of Fife Lodging purchases to accompany their Fife Community Center rental will receive 10% off of rental fees upon furnishing a receipt.
6. Renters booking 8 or more consecutive hours will receive 15% off of rental fees.

### C. SECURITY/DAMAGE DEPOSITS:

**\$100** One room without alcohol.

**\$250** Two rooms without alcohol.

**\$500** Full Hall, or any event with alcohol.

1. **Deposit is due at the time of booking.**
2. Deposit is fully refundable and will be refunded by mail within 30 days following the event, as long as the facility is left in the same condition as it was found. Any party leaving without cleaning up will forfeit a portion of their deposit.
3. The Security/Damage Deposit is meant to cover any expenses related to damage to the facility, AND replacement/repairs of those damages. The renter will be charged additionally if those expenses exceed the deposit amount. A walk through is given before and after the event to determine the condition of the facility.

### D. RENTAL OVER RUN FEES:

1. If the renter runs over their reserved rental time, they will be charged double regular hourly rate (in 15 minute increments).
2. If the renter runs over the facilities hours of operation, they will be charged triple the regular hourly rate (in 15 minute increments).
  - a. Sunday-Thursday: Renter must be out of the facility by **11 p.m.**
  - b. Friday-Saturday: Renter must be out the facility by **1 a.m.**

### E. CANCELLATIONS:

1. If the cancellation is made 90 days or more in advance of the reserved rental date, any facility rental fees paid and the full deposit will be refunded, less a \$25 administrative fee. If the cancellation is made within 90 days of the reserved rental date, only the deposit will be refunded.

2. **ALL CANCELLATIONS MUST BE RECEIVED IN WRITING or VIA EMAIL SENT TO [BMOELLER@CITYOFFIFE.ORG](mailto:BMOELLER@CITYOFFIFE.ORG)**

## INSURANCE

### A. INSURANCE:

1. The renter will, upon request or if alcohol is being served at their event, provide the City evidence of Commercial General Liability Insurance with a minimum of \$1 million per occurrence. The City of Fife shall be named as an Additional Insured on said policy. This insurance will protect the renter and guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help obtain the proper coverage. Insurance can be obtained through Washington Cities Insurance Authority (WCIA) third party insurance broker. This must be done online and each renter is responsible for their own insurance processes. The Certificate of Insurance is due 2 weeks before the rental.
2. **If you choose to go through WCIA to receive coverage for your rental:**
  - a. Go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
  - b. Enter facility code: **0465—063**.
  - c. Answer the questions. Make sure to not click to duplicate your address, otherwise it will not work.
  - d. Type your address in both times.
  - e. For further assistance, please call 1-800-507-8414.
  - f. Insurance fees ranges from \$100-\$300.
3. **If you choose to go through your own personal insurance company, the information below is what you can provide to your insurance agent to receive coverage for your rental.**
  - a. The City of Fife requires the industry standards:
  - b. \$1,000,000 Commercial General Liability, with \$2,000,000 in the aggregate, (Unless higher limits are required).
  - c. Requirements UNIQUE to the City of Fife:
  - d. Name the City of Fife as a Primary and Non-contributory Additional Insured on the policy.
  - e. In order to comply with a statement found in the upper right of the ACORD form, please provide the endorsement page(s) from the policy(ies), evidencing Primary & Non-contributory coverage.
  - f. Sample Contract Language – if requested.
  - g. Put descriptive text of the project/event in the “Description of Operations” box.
  - h. The certificate holder should read: ‘City of Fife’

## SECURITY, RESTRICTIONS & ALCOHOL

### A. SECURITY REQUIREMENTS:

1. The Facility Rental Coordinator may require the use of up to 2 Security officers, (Off-Duty City of Fife Police Officers), as a condition of the rental.
2. The renter is charged an additional cost of \$75 per officer, per hour for the use of rental. If the rental is cancelled within 90 days of the rental, the money paid for the officers will not be refunded.
3. For alcohol rentals larger than 150 people, the side door will be the only point of entrance into the facility.
4. Security Officers will be required upon request by the Facility Rental Coordinator, based on the nature and size of the event.

### B. RESTRICTIONS:

1. **No use of RICE, BIRDSEED, CONFETTI OR DANCE WAX:** use of any of these materials will result in the loss of the entire Security/Damage Deposit.
2. **NO SMOKING is allowed in any City buildings.** Smoking area is located outside at the back of the building, at least 25ft from any building entrances. Please ask staff to show where it is, if there are smokers at your event.
3. **NO INFLATABLES** are allowed in the center or on center grounds.
4. **NO HARD LIQUOR PERMITTED.** See Alcohol section below.
5. **NO GLASS BOTTLES ARE PERMITTED.** See Alcohol section below.

### C. ALCOHOL:

1. Alcohol is permitted as long as the following requirements are met:
  - a. A Washington State Banquet Permit OR Special Occasion License is obtained, and a copy is given to the Recreation Coordinator no later than 2 weeks prior to the event. Obtain a license through the Washington State Liquor Board <http://liq.wa.gov/licensing/banquet-permits>
  - b. Alcohol must be served by a licensed bartender, or a person with a Class 12 Alcohol Permit. A copy of their credentials must be given to the Recreation Coordinator no later than 2 weeks prior to your event. A Class 12 Alcohol Permit can be obtained online at: <http://www.washingtonalcoholtraining.com/index.aspx>
  - c. Beer, Wine & Champagne are allowed and must be poured into glasses by a licensed bartender OR person with a Class 12 Alcohol Permit. **No Hard Liquor OR glass bottles are allowed.**
  - d. All Alcoholic beverages must be consumed within the building. Alcohol cannot be consumed outside the building, in the parking lot or in vehicles.
  - e. The renter must be the sole provider of the alcohol, and can only bring the alcohol in before the event starts. Attendees are not allowed to bring alcohol into the facility.
  - f. Adequate chaperones, as necessary, must be provided by the renter. It is against the law for minors to consume alcoholic beverages. A violation of this will result in immediate cancellation of the event.
2. **Insurance coverage** is needed for any event where alcohol is served. See Insurance Coverage section on page three.
3. Failure to follow any of these requirements will result in 'no alcohol' at the event OR the cancellation of the event.
4. **Security officers may be required at certain events serving alcohol.** The officers will be provided by the City of Fife and paid for by the renter. All groups will be required to provide a Point of Contact who will stay coherent throughout the entire event who will work with the Center staff and the Security Officers to ensure the safety of the attendees. See Security Requirements section above.

**EQUIPMENT, KITCHEN & MISC.**

**A. MAXIMUM CAPACITY:**

1. The maximum capacity of the Fife Community Center is 225 people. The maximum capacity shall not be exceeded. If it is, the rental will be shut down immediately and all rental fees will be forfeited.

**B. PROVIDED EQUIPMENT:**

1. The Fife Community Center provides a variety of free equipment for the room(s) rented. This includes, tables, chairs, podium, projector\*, sound system\*, screens\*, ice machine, coffee pot, and access to a commercial kitchen\*. *\*When Available*

225	Chairs
23	Large Rectangular Tables (8'x2.5') – seats 10
1	Small Rectangular Tables (6'x2.5') – seats 6
13	Large Round Tables (5' Diameter) – seats 8
8	Small Round Tables (4' Diameter) – seats 6

**C. KITCHEN:**

1. The kitchen can be reserved at no additional cost. Kitchen usage will be awarded on a first come, first served basis. Renters are allowed to use the stoves and ovens, one of the fridges and any of the counters for food prep. The grill is off limits and may only be used by approved caterers that have obtained permission from the Facility Rental Coordinator.
2. Hand-washing sinks are labeled and can **ONLY BE USED FOR HAND WASHING**.
3. It is the responsibility of the renter to clean and disinfect the kitchen and take out the trash when finished. Anything left dirty or damaged, will result in a deduction from the deposit.

**D. MUSIC:**

1. All music must be kept to a moderate sound level.
2. If the sound level becomes too high, City staff will ask to have it turned down to a moderate level.
3. All music must end at midnight Friday-Saturday and 10pm Sunday-Thursday nights.

**E. CANDLES:**

1. Compliance with City Fire Code and the City of Fife Fire Marshall requirements are mandatory:
2. Lighted candles are allowed. They must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container.
3. Candles must be approved by the Recreation Coordinator of Facilities 2 weeks prior to event.
4. Please monitor children under the age of 12 at all times when candles are present. If children are not being supervised and it poses a risk, the parents and children may be asked to leave the premises.

**F. PARKING:**

1. Parking is available in the Community Center lots.
2. **ABSOLUTELY NO PARKING WILL BE ALLOWED ON THE SIDE OF THE CENTER. THIS IS AN EMERGENCY FIRE LANE AND MUST BE KEPT CLEAR.**
3. Short periods of loading/unloading are allowed at entrances and will be supervised by the Facility Monitor on duty.
4. For larger rentals, please ask the Recreation Coordinator about over flow parking.



## INSPECTION & CLEANING

### A. RENTAL WALK-THROUGH INSPECTION:

1. The designated Renter whose name is on the rental agreement, or the designated individual stated on the rental forms, (if it's not the renter), must walk through the complex with the Community Center Staff at the **start time & end time of the rental**.
2. This walk-through inspection is for the benefit of the renter and the Community Center to determine if any preexisting damage exists or if any damage was done to the center and its equipment during the rental. A checklist is used for each room stating the condition.
3. The renter is responsible for any cleaning responsibilities left undone, and breakage or damages done to the building and its equipment. The damage deposit will be used to pay for expenses related to costs for repairs, replacement or damages from the event. Additional charges will apply should the amount exceed the damage deposit.

### B. SET UP/TAKE DOWN PROCEDURES:

1. Community Center Staff will set up the layout of tables and chairs before the rental starts and take them down after the rental has ended. Please provide the Recreation Coordinator a layout plan for the rental two weeks prior to the rental date. Exits may not be blocked by tables, chairs, staging or decorations. The Recreation Coordinator can assist with this and answer any questions.
2. The scheduled rental time must include any extra time needed to set-up, decorate and prepare for the event, as well as take down and clean-up. **NOTE: The room(s) rented will only be available at the start time of the rental. Renters will NOT be allowed into the building prior to the rental time.**

### C. CLEANING RESPONSIBILITIES:

1. Renter is responsible for cleaning up at the end of the event. This clean up time must be done within the rental time. For large events, the City of Fife recommends allowing 1-1.5 hours at the end of the event for clean-up.
2. **Cleaning responsibilities include:**
  - a. Wiping down and cleaning off all tables and chairs.
  - b. Removal of all decorations, balloons, table cloths, wall decorations, etc.
  - c. Cleaning up all trash, placing it in the trash provided.
  - d. Clean up any major spills on the floor.
  - e. Full cleaning of the kitchen with disinfectant if the kitchen has been used.
3. **DO NOT STACK CHAIRS, MOVE TABLES, OR PUT AWAY ANY CITY OWNED AUDIO/ VISUAL EQUIPMENT.** This is done by City Staff on duty ONLY.
4. **DIVIDER WALLS are ONLY to be moved or adjusted by staff.**
5. All belongings for the rental must be removed from the facility before the end of rental walk-through inspection. The renter will be charged extra if the Rental runs over the allotted time.

## RENTAL TERMINATION

### A. RENTAL TERMINATION:

1. The City reserves the right to immediately terminate the rental agreement for any of the grounds set forth below:
  - a. Physical damage to City property caused by an attendee, whether invited or not, or use of alcohol or tobacco in violation of city policy, or
  - b. Violation of any law, ordinance, or regulation of the State of Washington, Pierce County, by an attendee, invited or not, or
  - c. Failure to comply with City of Fife staff direction, or
  - d. Intimidation or harassment of City Staff, or
  - e. A fight breaks out.
2. **Upon notice of the termination by authorized City Staff, the rental applicant must agree to immediately vacate the premises.**
3. The Fife Community Center reserves the right to change or cancel the reservation if the facility is needed for City of Fife business or if for some other reason it becomes unavailable. **Due to any unanticipated circumstances**, such as plumbing failures, fire, etc., it may become necessary for the City of Fife to cancel a rental reservation. In the unlikely event this becomes necessary, every effort will be made to provide reasonable notice. However, this may not be possible in all circumstances. The City of Fife shall provide a full refund in such cases. Responsibility for making alternate arrangements remains that of the renter.



## RENTAL FEE WORKSHEET

Complete this worksheet to determine the approximate cost of the rental. Contact facility staff if you need assistance.

### IS EVENT WITHIN THE NEXT 45 DAYS?

Total rental fees, deposit, and any additional fees will be due at the time of booking.

	<b><u>AMOUNT DUE NOW:</u></b>		
SECURITY DEPOSIT		\$	_____
RENTAL FEES \$ _____/hour x _____ (number of hours) + any additional fees		\$	_____
<b>TOTAL = \$</b>			_____

### IS EVENT DATE MORE THAN 45 DAYS AWAY?

50% of the rental fees and the full deposit will be due at the time of booking, and the remaining 50% will be due 45 days prior to the reserved rental date.

	<b><u>AMOUNT DUE NOW:</u></b>		
SECURITY DEPOSIT		\$	_____
RENTAL FEES \$ _____/hour x _____ (number of hours) + any additional fees = \$ _____/2		\$	_____
<b>TOTAL = \$</b>			_____

### **AMOUNT DUE 45 DAYS PRIOR TO RENTAL:**

RENTAL FEES \$ _____/hour x _____ (number of hours) + any additional fees = \$ _____/2			
<b>TOTAL = \$</b>			_____

### PAYMENT INFO & ADDITIONAL FEES

The City of Fife accepts Cash, Checks & Credit Cards (Visa/Mastercard/Discover).

Please make checks payable to the 'City of Fife'.

If insurance is required, it must be turned in 2 weeks before the rental date.

If Alcohol will be served, all required permits are due 2 weeks before the rental. See Alcohol section for further details.

Additional fee may be incurred if the rental runs over the allotted time, if additional cleaning is required, or if damages and repairs to the center need to be made.

The Renter will be charged extra if those fees exceed the Security/Damage Deposit amount.

**FACILITY USE APPLICATION**

1. DATE OF EVENT: \_\_\_\_\_
2. NAME OF RESPONSIBLE PARTY (please print): \_\_\_\_\_
3. NATURE OF EVENT: \_\_\_\_\_
4. DURATION OF EVENT (*including* Set-Up & Clean-Up): FROM \_\_\_\_AM/PM TO \_\_\_\_ AM/PM
5. ROOM(S) BEING USED (if known): Room 1 \_\_\_\_ Room 2 \_\_\_\_ Room 3 \_\_\_\_ Kitchen \_\_\_\_
6. ESTIMATED ATTENDANCE: Adults \_\_\_\_ Youth \_\_\_\_ Total \_\_\_\_
7. WILL ALCOHOL BE SERVED? Yes / No (Read ALCOHOL section in Rental Policies & Procedures for all requirements and permits needed).
8. WILL FOOD BE SOLD (Fundraiser)? Yes / No (If yes, a temporary food establishment is required).
9. IS THERE AN ADMISSION CHARGE? Yes / No
10. IS THIS A 501(c)(3) NONPROFIT ORGANIZATION? Yes / No
11. WILL LAW ENFORCEMENT BE REQUIRED FOR SECURITY? Yes / No
12. EQUIPMENT DESIRED: Chairs\_\_ Tables\_\_ Podium\_\_ Screen\_\_ Coffee Pot\_\_ Sound System\_\_ Projector\_\_

I certify that I am the authorized representative of the above organization/group, have read and agree to be bound by the regulations, policies and fee schedules as described in the rules and procedures governing the use of the Fife Community Center; and that the information above is true. On behalf of the group I represent, I agree to supervise all activity on the premises and to comply with and enforce the attached rules and regulations during the time allocated for our group. I agree to and understand the fee schedule, charges and policies governing use of the Center by groups. The applicant further agrees to reimburse the Fife Community Center for any damages arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of the Fife Community Center facility or equipment will be reported to immediately. FURTHERMORE, the applicant agrees as follows:

I am aware of and expressly assume all of the various risks of serious injury and/or death associated with or arising out of the use of the City of Fife Community Center. (Initial \_\_\_\_\_)

HOLD HARMLESS AGREEMENT: On behalf of the group I represent, I hereby RELEASE the City of Fife and its officials, employees, volunteers, and agents ("the Released Parties"), and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I MAY HAVE, including the right to bring a legal claim, cause of actions, or lawsuit for any bodily injury, death or other harmful consequences in a anyway arising out of use of the Facilities. I understand that this release extends to all claims for ordinary negligence of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities. (Initial \_\_\_\_\_)

I agree to indemnify and hold the Released Parties harmless for any liability, expenditure, defense costs, legal fees, damages, claims, or other losses incurred by them, which arises out of any injury, accident, death, or other loss that is in any way related to the use of the Facilities, even if caused by the sole or concurrent negligence of Released Parties. (Initial \_\_\_\_\_)

Name & Title (if any) – Please Print	(Signature)	(Date)
Street Address	Phone	
City	Zip	E-mail address

Payment: Security/Damage Deposit and 50% of total rental fee is due when booking reservation unless rental date is less than 45 days away. Remaining Balance is due 45 days prior to event date. Cash, Checks, Credit Cards, (VISA or MASTERCARD). Make checks payable to 'City of Fife'. If the rental date is less than 45 days away, the Security/Damage Deposit and 100% of total rental fee is due.

City Use Only  
 Date Received \_\_\_\_\_ Received By \_\_\_\_\_  
 Rental Fees Paid \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Remaining Fees Due \$ \_\_\_\_\_  
**Date Remaining Fees Due (45 days prior)** \_\_\_\_\_  
 Insurance Required? Y / N \_\_\_\_\_ Bartender's Permit Required? Y / N \_\_\_\_\_ Banquet Permit Required? Y / N \_\_\_\_\_  
**Date Insurance/Permits/Room Layout Due (14 days prior)** \_\_\_\_\_