



City of Edgewood Facility Rental Agreement

Date Received:

Include the following:

- Facility Rental Agreement
- Fee (separate from deposit check)
- Deposit Check
- Proof of Insurance (if applicable)
- Valid form of Identification

Submit completed application to:

City of Edgewood
2224 104th Ave E
Edgewood WA 98372-1513

Questions? Call 253.952.3299

Make all checks payable to: City of Edgewood

Name of Applicant _____ Edgewood Resident?

Contact Person: _____ /Title: _____

Phone : (w) _____ (h) _____ (c) _____

Address _____
(Street Address) (City, State, Zip Code)

Mailing Address (if different) _____
(Street Address) (City, State, Zip Code)

Email Address: _____

Alternate Contact: _____ Edgewood Resident?

Phone : (w) _____ (h) _____ (c) _____

Address _____
(Street Address) (City, State, Zip Code)

Mailing Address (if different) _____
(Street Address) (City, State, Zip Code)

Email Address: _____

FACILITY REQUEST

Civic Center: Community Room - Capacity: 175 standing room / 210 standing room w/lobby area

Edgemont Park: Picnic Shelter Baseball/Soccer Field

Date(s) Desired _____ Hour(s) _____ to _____

Event/Purpose _____

Anticipated attendance: Youth _____ Adults _____ Total: _____

Will an admission charged? _____

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Please provide your initials to the left of each section below to acknowledge that you have read, understand and agree that you will adhere to and comply with the following:

_____ **TERMS AND CONDITIONS:** The undersigned hereby makes application for use of Edgewood facilities and certifies that the information in the application is correct. The undersigned agrees to exercise the utmost care in the use of the facilities and the surrounding property, and to hold the City, its officers, employees and agents, harmless from all damages, liabilities, injuries or losses to persons or property resulting from use of the facilities. The Applicant agrees to adhere to all rules and regulations on this form and in rental guidelines.

_____ **FEES:** Fees are set forth in the City's fee schedule. Refer to current fee schedule for fees. The same fees apply to profit and non-profit agencies/organizations with the following exceptions:

- Agencies/organizations with a direct benefit to the City (such as Edgewood Fire Department, Fife & Puyallup school districts, Mt. View-Edgewood Water Company, Edgewood Friends of the Parks) are exempt from all fees.
- An appeal process regarding fees/rates for non-profit agencies/organizations will be set in place. Appeals will be reviewed by the City Manager. Appeal decisions are made at the City Manager's discretion on an individual basis, per appeal.

_____ **RESERVATIONS:**

In order to reserve any facility, at least ½ of the rental fee is required at least 3 weeks prior to the date the facility is booked. The date is not reserved until at least ½ of the rental fee has been received by the City. The remainder of the rental fee PLUS the deposit are due at least 5 days prior to the event date. **If the City does not receive a cancellation notice at least 5 days prior to the date reserved, ½ the rental fee will be forfeited.**

A new application must be submitted and approved every year for reoccurring annual events.

Applicant must provide adequate chaperons for any function that is attended by any person under the age of 18 years.

_____ **ACCESS:** If the event is being held at the Civic Center facilities, a security access card will be issued to the applicant, which will allow entry into the building, tracking the user and times used. This access card is to be deposited in the outdoor drop box after the event is over and clean up has been completed. The Applicant is responsible for the use and return of the access card. If the access card is not returned, the cost for replacement will be deducted from the deposit amount.

_____ **KITCHEN USE:** The kitchen in the Civic Center Community Room **is a warming kitchen only**. No food may be cooked on site.

_____ **CLEANING DEPOSIT:** The Applicant is responsible for cleaning. The premises must be left in the same or better condition as the time at which the rental period began. All cleaning must be done immediately after the event. Cleaning includes removal of all trash, decorations, food or other material brought into the facilities; returning any furniture, tables, trash receptacles, or other items belonging to the City to its original position; washing any counters, sinks, chairs, tables that were used if necessary; vacuuming carpets, cleaning kitchen, cleaning patio, sweeping floors, etc. Dumpsters are available onsite at each of the facilities. If you have filled a trash can, take the full bag(s) to the dumpster and replace the plastic trash can bag(s).

In the event that City property has been damaged or additional cleaning is required, the Applicant will accept the City's estimate of the amount incurred. The cost of any cleaning or repairs deemed necessary will be charged to the Organization's/Applicant's deposit. Should the cost of cleaning or repairs exceed the amount of the deposit, the Applicant will receive an invoice for said charges, which will be due within 15 days of the date of the invoice.

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_____ **THE CITY STRICTLY PROHIBITS THE FOLLOWING:** The use of candles and/or any type of open flame; the throwing of rice, confetti or other materials in the building or on the grounds; “parking lot parties”; animals of any kind in a City building; smoking in a City building; nudity; drugs; and alcoholic beverages of any kind on City property. The City reserves the right to require monitoring during events, which may require security or staff presence. All costs associated with hiring/paying for these services will be assumed by the Applicant.

_____ **INSURANCE:** Depending on the type of event, it may be deemed necessary that the Applicant shall secure and maintain, at its sole expense, Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to, blanket contractual; broad form property damage; and if applicable, employer’s liability.

If the Applicant does not have Commercial General Liability Insurance, they must obtain Special Events Insurance Coverage through their insurance carrier. Special Events Insurance Coverage is also available through Washington Cities Insurance Authority (WCIA). In any case, the Applicant must provide a Certificate of Insurance evidencing the required insurance before using City Hall.

_____ **AFTER-HOURS EMERGENCY PROCEDURE:** Call **911** in the event of an emergency. For non-emergency police matters, call Police Dispatch at 253.798.4721 and provide the operator with your location in Edgewood (**Civic Center:** 2224 104th Avenue East. **Edgemont Park:** 11001 24th Street East).

YOUR FEEDBACK IS ENCOURAGED AND APPRECIATED! The City may provide feedback forms for applicants to provide the City with feedback regarding their experience with our process and facilities. The feedback form can be returned via the Drop Box at City Hall (along with the access card, if one was issued), or in person at the front counter, mailed, faxed or emailed. Feedback received will be used to improve our service to the community as we begin this new process.

Applicant Signature

Date

FOR OFFICIAL USE ONLY

Approvals:

PW Park Lead _____ Date _____ Comments: _____

O&M Supervisor _____ Date _____ Comments: _____

Check # _____ Dated _____ Receipt # _____

Authorized to Refund: Yes _____ No _____ If Yes, Refund Amount _____

Staff Initials _____ Date _____