



6000 Main Street SW
Lakewood, WA 98499
Phone (253) 983-7795
Fax (253) 512-2268

CITY HALL FACILITY RENTAL POLICY

1. PURPOSE

This policy is intended to establish equitable rental of the Lakewood City Hall facilities. The public interest in developing a sense of community is best served by utilizing City Hall facilities for citizen groups, non-profit and private organizations.

2. DEFINITIONS

Applicant: Must be at least 18 years of age. Refers to individuals or groups reserving a facility and completing and signing a facility usage/rental application.

City-related groups: Activities including programs and meetings sponsored or implemented by the City of Lakewood departments or divisions, including but not limited to, City committees and boards, City staff meetings, and other City sponsored meetings.

City Hall Non-Operating Hours: Monday – Friday 5:00 p.m. – Midnight and Saturday and Sunday 8:00 a.m. – Midnight, except holidays.

City Hall Operating Hours: Monday – Friday 8:30 a.m. – 5:00 p.m., except holidays.

City staff attendant hourly rate fee: Hourly rate of current salary level of City personnel to operate City-owned equipment, provide for security and/or provide for additional cleaning and/or repairs.

Clean up: The activity involving sweeping (if necessary), cleaning table tops, putting away tables and chairs, removing decorations and disposing of garbage. Applicant will be responsible for putting away furniture and leaving facility/building and restrooms in the condition received. Only City custodians shall use chemicals.

Cleaning Fee: The fee charged for cleaning a city facility as designated in the Resolution established for fees.

Set-up: This activity includes arranging tables, chairs, equipment and decorations and is the responsibility of the applicant.

Security: The City will provide security personnel at the City's discretion. If the use of City Police, security or private security guard is needed, the expense will be the responsibility of the applicant.

3. POLICY

- A.** All use is to be in accordance with the following policies.
- B.** The City facilities belong to the citizens of the City of Lakewood and are available for their use and enjoyment, and are also available to non-residents. The City does not discriminate on the basis of race, creed, color, national origin, religion, gender, marital status, age, sexual orientation, and political affiliation, sensory, mental or physical disability. Any persons or group using the facilities shall not exclude any persons from their activities at City Hall on the basis of this non-discriminatory policy.
- C.** In order to prevent any appearance of violation of the Code of Ethics for the City of Lakewood or of any state law regulating political campaigns, the City Hall will not be available for use in connection with any particular campaign for office or regarding a particular side of a ballot measure. This restriction shall not apply to forums where representatives of each candidate or campaign are included.
- D.** Firearms or weapons of any sort will not be permitted or allowed in City Hall facilities or on the premises. This restriction shall not apply to a law enforcement officer while performing duties as such. The user upon discovery of the presence of any weapon in or on the premises will immediately take action to stop the activity or remove the weapon or person possessing the weapon.
- E.** Permission to use the facilities does not constitute an endorsement of a group's philosophies, policies or beliefs.
- F.** The City Manager or the Manager's designated representative shall make any necessary interpretation of any City of Lakewood Policy.
- G.** The City Council establishes all fees related to City facilities usage by Resolution. The City Manager has the authority to amend the categories and usage time. The City Manager reserves the right to make any changes to these policies at any time.
- H.** Violation of these policies may result in the immediate termination of the rental or use agreement.

4. PROCEDURES

- A.** Any person or group wanting to use City facilities shall make application for facility rental on forms provided by the City of Lakewood. Additional information may be required. Applications are available from the City of Lakewood, Public Works Department on the second floor, and at the Main Receptionist counter on the third floor at Lakewood City Hall. Completed applications and applicable fees must be submitted to the Public Works Department.
- B.** All scheduling of City Hall conference rooms located at 6000 Main Street SW will be done through the Main Receptionist (3rd floor).

- C. Reservations for private use may be made a maximum of six (6) months prior to the desired date, and must be made by written application. **No formal reservations will be accepted by phone.**
- D. Use of the City Hall facilities and assessment of fees will be approved in writing by the City Manager or designated representative.
- E. Rental application may be revoked for violation of policies. Rental application shall not be assigned or sublet.

5. 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 meeting or activity, the structure and contents of the activity. The City reserves the right to require forms, liability insurance, deposits, applications and documents as may be necessary to protect the community's investment in its facilities. Meetings or activities shall be conducted in an orderly manner. The user (applicant) shall be financially responsible for personal injuries or property damages arising from the meetings or activities.
- B. Reservations for use may be made up to six (6) months in advance of the activity on a first come basis. However, to encourage use of the facilities by a wide range of organizations and agencies, the City expressly reserves the right to refuse to rent the facilities at any time. City-related groups have first priority in scheduling the use of City-owned facilities. *No group, except for City-related groups, shall be allowed to monopolize the use of the facilities.*
- C. A reservation will be confirmed as booked upon receipt, by the City, of the Rental Application and full payment of the rental fee/deposit. The applicant shall not advertise its use of any City facility until the reservation is confirmed.
- D. The time period reserved includes the time needed for set up, decorating, deliveries, preparation and clean-up.
- E. Reservations for consecutive day activities will be based on availability of space.
- F. Unless written approval has been granted, no group using City facilities will be allowed to use the City logo or imply in any way that the City is a sponsor/co-sponsor of the event or activity.
- G. Applicant shall provide the city with copies of all required permits and insurance coverage no less than fifteen (15) days in advance of the rental date(s). Failure to obtain required permits and insurance is grounds for forfeiture of the rental fee and use of the facility.
- H. No alcohol shall be served or consumed at City Hall.

- I. Ongoing, regularly scheduled bookings will be considered but will not be allowed to monopolize the time available for rental use.

Hours of Operation

- A. City Hall facilities are available for training sessions or meeting type events during City Hall operating hours Monday through Friday 8:30 a.m. to 5:00 p.m., except holidays.
- B. City Hall facilities are available for users during City Hall non-operating hours Monday through Friday 5:00 p.m. – Midnight and Saturday and Sundays from 8:00 a.m. to Midnight, except holidays.
- C. Activities must cease by 11:00 p.m. All clean-up must be concluded no later than one (1) hour following this time.

Fee Payment

The full amount of the rental fees for the City Hall facility shall be paid at City Hall in order for the rental application to be considered.

Notice of Cancellation

- A. A request for cancellation of facility rental must be received in writing forty-eight (48) hours in advance of the scheduled reservation date.
- B. When notice is received forty-eight (48) hours in advance, a full rental fee will be refunded. No refund will be made when notice of cancellation is received less than forty-eight (48) hours prior to the rental date.
- C. The City shall not be held responsible or liable for any damages caused as a result of the cancellation of the event.

Facilities and Equipment

- A. Facilities and equipment shall be left in the condition that was present prior to the rental.
- B. Users of the facilities shall be responsible for provisions of materials, supplies and decorations to be used in conjunction with the use of the facilities.
- C. User/Applicant is responsible for: (1) supervision and control of group or individuals to prevent injury and ensure safety before, during and after use of City Hall facilities; (2) payment of fees and charges; and (3) damage or loss to equipment, property or grounds which may be incurred as a result of the scheduled activity.
- D. Any activity that utilizes City-owned equipment including but not limited to, the public announcement system with speakers or any microphones, TV/VCR, and overhead projector, will require City staff (at an hourly rate established by the

City dependent upon the staff members current salary level) to assist with the operation of the equipment.

- E. The City is not responsible to store articles or supplies. The City is not responsible for loss or theft of articles during the rental of City facilities and/or left in the facility.
- F. Users of the facilities shall observe and comply with all applicable City, State, and Federal laws, rules and regulations.

Damage

- A. Users of City facilities are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged.
- B. The applicants shall be required to pay the full cost of breakage, damage or loss to City facilities and/or equipment, regardless of amount. Up to a 15 percent administrative fee may be added to the actual expenses and an hourly fee will be charged for repairs or additional cleaning that is required as a result of an event. Failure to remit the required payment shall bar the applicant from any further use of the facility. Any amount unpaid for more than 60 days will be turned over to a collection agency.

Liability

The applicant agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands losses, actions and liabilities, (including costs and all attorney fees), to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from or connected with this Agreement to the extent caused by negligent acts, errors or omissions of the applicant, or by the Applicant's breach of this agreement.

Insurance

- A. The City may require the applicant to carry a policy naming the City of Lakewood as an additional insured at amounts required by the City Manager.
- B. A certificate of insurance, naming the City of Lakewood as an additional insured, may be required with the rental application.

Staffing

The City shall require a City staff member to be in attendance at all activities that require the use of City-owned equipment, including but not limited to, audio visual equipment, at City Hall. Cost for City staff will be assessed at the time of application to be part of the user fee. When an activity warrants the presence of one or more certified security personnel, the cost of this service shall be obtained and paid for by the applicant sponsoring the activity.

Minors

An application for use of the facility must be made by the adults who will be responsible for and in attendance at the activity.

Groups composed of minors shall be supervised by adults (18 years of age or older) at all times while using City facilities.

Decoration

Any decorating or other alterations to the existing facilities will be subject to prior approval by the City Manager or designee. No objects are to be suspended or attached to ceilings, walls, or windows without prior approval.

As a general rule, use of any open flame is not permissible in any public building. If the use of an open flame is desired, prior clearance must be granted in writing from the City Manager or designee.

Floors

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

Smoking

No smoking of any kind is permitted inside City Hall facilities.

Cleanup

A \$25 cleaning fee is required for weekend use of City facilities. Facilities and equipment both inside and outside the building shall be left in the same condition as found prior to the activity. The cost of any additional cleaning or repairs required as a result of the event will be added to the user's bill.

6. FOOD AND BEVERAGE REGULATIONS

Alcohol

Use of alcoholic beverages on City Hall property is not allowed.

Food

Minimum food preparation areas are available. Kitchen facilities should be toured in advance of holding an event. Proper Health Department licenses/permits will be required for events serving/selling hot food prepared on or off-site.

Two-hour minimum reservation required for facility use.

	Cleaning Fee (non-refundable)	**City staff attendant	***Security attendant
City Hall Operating Hours (M-F 8:30 a.m. – 5:00 p.m., excluding holidays)		Hourly rate of current salary level of City staff, if needed, as determined by the City.	Hourly rate of security attendant if needed, as determined by the City.
City Hall Non-Operating Hours (M-F 5:00 p.m. – Midnight and Saturday and Sunday, 8:00 a.m. – Midnight, excluding holidays)	\$25 (Saturday & Sunday only)	Hourly rate of current salary level of City staff, if needed, as determined by the City.	Hourly rate of security attendant if needed, as determined by the City.

*Up to a 15% Administrative charge may be added to actual expenses. In addition, an hourly rate fee will be charged against the deposit for repairs or additional cleaning that is required as a result of an event.

**City staff attendant required to operate City equipment, including but not limited, audio-visual equipment, PA system, overhead projector, TV/VCR projector, etc.

***The City will provide security personnel at the City's discretion. If the use of City Police, security or private security guard is needed, the expense will be the responsibility of the applicant.



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FACILITY RESERVATION APPLICATION

This application will be processed and facilities reserved when form has been completed and approved by the City of Lakewood and the rental payment received, if applicable. Application and deposit are due 15 working days prior to the event date. **Fees and Deposits are subject to change at any time.**

APPLICANT INFORMATION

PLEASE PRINT LEGIBLY

Today's Date _____
Applicant _____ Group/Sponsor _____
Business Address _____ Home Phone _____
City _____ Zip _____ Work Phone _____ Fax No. _____

RENTAL ROOM INFORMATION

Rental Date(s) _____ Start Set-up Time _____ Start Event Time _____ End Clean-up Time _____
Total Combined Hours
 City Council Chambers (capacity 150) Executive Conference Room (capacity 14-16)
 Conference Room 1E (capacity 15-20) Conference Room 1D (capacity 10-12)

FUNCTION

Meeting Conference/Seminar Other (Please Specify)

Admission status (check all that apply):

Member only Invitation only Open to public Donation Fee Free
(Estimated number of guests:) Adults _____ Minors _____ **(See back for occupancy limits)**

List types of advertising for your event (i.e. invitation, radio, flier, etc.): _____
 Audio visual equipment PA system TV/VCR Overhead Projector Other _____ None
 City Staff Attendant Required (# of hours _____) Security Required (# of hours _____)
Other conditions specific to rental _____

City Approval Signature for above Conditions _____

Acknowledgement: The undersigned Applicant authorized representative for _____ hereby makes application for use of the facilities described above and certifies that the information on the application is correct. The applicant agrees to adhere to all applicable rules, regulations, laws and ordinances and the rules provided in the attached city of Lakewood Facility Usage form of which applicant hereby acknowledges receipt. The applicant/renter shall indemnify and hold harmless the City of Lakewood employees, agrees volunteers and the City of Lakewood from and against any and all claims, demands suits, actions, payments and judgments as a result of injury, death or property damage arising from or connected with the use of the premises. **Fees and Deposits are subject to change at any time.**

By signing, applicant hereby acknowledges that the applicant has reviewed the information on both sides of this Agreement

Applicant's Signature _____ Date _____ Approved by _____ Date _____

1. **Rental Payment:** One hundred percent (100%) of the rental fee, e.g. cleaning fee, fee for City attendant, if applicable, is due. ***Application will not be accepted without rental fee paid in full.*** Make checks payable to the City of Lakewood.
2. **CERTIFICATE of INSURANCE** may be required before the facility may be rented. The Certificate must provide insurance coverage of at least \$1,000,000 for bodily/property damage and it must name the City of Lakewood as an additional insured. A Certificate of Insurance can be obtained from your insurance agent.
3. **Requests for cancellation** of facility permits must be received in writing. When notice is received forty-eight (48) hours or more prior to the scheduled rental date, the full rental amount will refunded. No refunds will be made when notice of cancellation is received forty-eight (48) hours or less prior to the rental date.
4. **Use of Building:** Only rooms listed on rental application (restroom facilities) are to be used. Smoking is prohibited in all City of Lakewood facilities.
5. **Set-up and Clean up:** Rental groups are responsible for set-up and clean up. Clean up includes putting away tables and chairs, etc.
6. **Above listed will be responsible for cleaning and leaving facility/building in the condition received. Should facility/building be left in unacceptable condition, cleaning fees and/or damage expenses, will be deducted from deposit. The City of Lakewood is not responsible for personal items lost or stolen from facilities.**
7. **Security:** Certified security is required if deemed necessary by the City. If the use of City Police, security or private security guard is needed, the expense will be the responsibility of the applicant.
8. **Applicant:** Must be an adult as recognized by the State of Washington (18 years or older), ***and willing to be financially responsible for the rental of the rental room applied for.***
9. **Capacity:**
 - City Council Chambers: Fixed seating up to 150
 - Executive Conference Room 3A: Table seating up to 16
 - Conference Room 1D: Table Seating up to 12
 - Conference Room 1D: Seating up to 20

RENTER'S CHECK LIST

Cleaning Fee: (Non-refundable) \$ 25.00

City Attendant: #Hrs _____ X \$ _____ = \$ _____

Security: #Hrs _____ X \$ _____ = \$ _____

TOTAL \$ _____

Provide Certificate/proof of Insurance with City of Lakewood named as additional insured. Required _____ Yes _____ No