

KITCHEN FACILITY AND COVERED PICNIC SHELTER APPLICATION

THE CITY OF CHEHALIS RESERVES THE RIGHT TO REFUSE FACILITY RENTALS TO ANY PERSON OR GROUP

Final Approval Required – Reservations Must be Confirmed by Office Staff

DATE(S) REQUESTED: _____

ENCLOSED FACILITIES

VR Lee Community Building: Max Occupancy 125 (Location Code: 0465-030) Holidays/all day fee
Monday - Thursday rental: 8:00am to 4:00pm (\$65) 5:00pm to 10:00pm - (\$65) all day (\$130)
Friday rental: 8:00am to 4:00pm (\$65) 5:00pm to mid - (\$90) all day (\$150)
Saturday rental: 8:00am to 12mid (\$150) Sunday rental: 8:00am to 10:00pm (\$130)

Fred Hess Kitchen: Max Occupancy 30 (Location Code: 0465-031) Holidays/all day fee
Monday - Thursday rental: 8:00am to 4:00pm (\$35) 5:00pm to 10:00pm (\$45) all day (\$80)
Friday rental: 8:00am to 4:00pm (\$35) 5:00pm to mid (\$50) all day (\$85)
Saturday rental: 8:00am to 12mid (\$85) Sunday rental: 8:00am to 10:00pm (\$80)

COVERED SHELTERS:

- Stan Hedwall Park Shelter:** \$100 – 8:00am to 10:00pm - Max Occupancy 160 (Location Code: 0465-033)
 Stan Hedwall Park Shelter with grass area: \$200 – 8:00am to 10:00pm (See #9 under Rules and Restrictions)
 Lintott/Alexander Park Shelters: Shelter #1 (\$100) Shelter #2 (\$100) (Location Code: 0465-032)
8:00am to 9:00pm - Max. Occupancy 100 per shelter
 Lintott/Alexander Park Shelter(s) with grass area: Shelter #1 #2 (\$200) (Location Code: 0465-032)
8:00am to 9:00pm - 100'x100' grass area (See #9 under Rules and Restrictions)

Name of Organization (if applicable): _____

Person in Charge: _____

Address: _____ City/State/Zip: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Type of Activity Planned: _____

Event is: Private Co-sponsored by City Non-Profit For Profit (add \$25 per day)

Estimated Attendance: Adult: _____ Youth: _____

The following criteria will be used to determine if liability insurance is required. Indicate all that apply:

- Applicant is a business or organization
 Event involves people other than applicant's family members and close friends
 There is an admission charge or a charge for anything provided at the event (includes sale of a product or service)
 Event attendance and proposed usage fall outside of facility's design
 Law enforcement will be required for security or traffic control
 Alcohol will be present at event, but not sold
 Alcohol will be sold at event

The city reserves the right to require insurance based on the risk posed by the activity planned. Applicants required to have liability insurance must provide a certificate of insurance naming the City of Chehalis as additional insured in the amount of no less than \$1,000,000 prior to final approval.

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RESERVATION PROCEDURE:

1. Reservations may be made up to 12 months to the day in advance through the Chehalis Parks & Recreation office during regular business hours, Monday through Friday, 8:00 am to 5:00 pm. **Office closed for lunch Monday through Friday from 1:00 to 2:00pm.**
2. Renter must be at least 21 years of age. NO SMOKING in city buildings.
3. Reservation requests may be made by phone or in person. An applicant has 10 working days after the date is requested to return completed application form with required rental fee. If completed application form and rental fee are not received on or before the tenth day, the reservation date will automatically be cancelled and reopened to others. If a reservation is made within the ten-day period prior to the requested date, confirmation of the reservation will not be made until the application form and rental fee are received.
4. Chehalis Parks & Recreation reserves the right to waive charges for use by local community non-profit organizations sponsoring community-wide events, provided a 'Request to Waive Fee' form is completed and approved by the Director.
5. Covered Shelters are open to the public on a first come, first served basis, unless a party has made a reservation and paid a rental fee. If a shelter has been reserved, a reservation sign will be posted onsite.
6. Cancellation received less than 10 working days before event will result in forfeiture of facility rental fee.

AGREEMENT:

The applicant shall indemnify and hold harmless the City of Chehalis, its elected/appointed officials, its employees and agents from and against any and all claims, demands, suits, action payments, and judgments as a result of injury or death of any person or property sustained by applicant or any other person which arises from or in any other manner grow out of any act or omission on or about said facility by applicant, its agents, guests, or employees in the execution of this facility use agreement including any and all expenses, legal or otherwise incurred by the City or its representatives in the defense of any suit or claim.

By signing below, I certify that I am at least 21 years of age and agree to adhere to all rules, regulations and policies of the Chehalis Parks & Recreation Division. I acknowledge the receipt of the Rules and Restrictions and the Assumption of Responsibilities and agree to take responsibility for compliance. I hereby understand that failure to follow the policies regarding rules, restrictions and user responsibilities will result in additional charges for labor and material expenses incurred at Chehalis Parks & Recreation facilities. Billings not paid within 15-days of receipt will be turned over to a collection agency and subject to fees assessed by the collection agency.

Signature of Applicant or Authorized Representative

Date

For office use only

Reservation Date _____ Fee Paid \$ _____ Date Paid _____

Exempt from Liability Insurance _____ Liability Insurance Required _____ Insurance Certificate Provided _____

Approved _____ Cash _____ Check # _____ Receipt # _____

Chehalis Parks & Facilities
RENTAL
Rules and Restrictions

1. Cancellations received less than 10 working days before event will result in forfeiture of facility rental fee.
2. Party is responsible for picking up the key for the enclosed buildings at the Parks & Recreation office during regular business hours Monday through Friday 8:00am to 5:00pm, or before 5:00pm on the last business day before a weekend or holiday rental (office closed weekends and holidays).

Office closed for lunch from 1:00 to 2:00pm.

Please pick up your key on: _____

3. Party may access the building no earlier than one half hour prior to the start of the rental time period. Covered shelters are available on day of use at 8:00am. **Upon entry**, if you find any facility or equipment problems, immediately notify Parks and Facilities at the after-hours emergency **#360-266-7158**, enter a phone number for an employee to call you back. Note: no reservations taken via after hour phone number.
4. Party is responsible for cleaning up; locking windows and doors, placing all bagged garbage in Lemay receptacles outside VR Lee Bldg. kitchen door and placing the key in the designated drop box upon completion of the event or will be subject to additional charges noted on the Assumption of Responsibility.
5. Party must vacate the building/shelter by the end of the rental time period or will be subject to additional charges noted on the Assumption of Responsibility.
6. The city of Chehalis requires all facility users to respect the park patrons and neighboring residents by prohibiting the following: loud music, strobe lights, loud noise, yelling, foul language, squealing tires, revving car engines, vehicle engines left running, etc. Groups/individuals planning to have amplified music/sound or speakers must keep all exterior doors and windows closed while music is playing and keep the volume so it cannot be heard outside the facility. **LIVE BANDS ARE STRICTLY PROHIBITED** within the enclosed buildings. If children are in attendance, it is the user's responsibility to supervise them at all times.
7. Possession or consumption of alcoholic beverages in city facilities is prohibited unless user has provided proof of appropriate **liability insurance** and has obtained a **banquet permit** when associated with a facility rental. A \$10.00 banquet permit may be purchased online at www.liq.wa.gov and must be posted at the function. Any liquor use outside of the building requires special security consistent with State Liquor Laws. All beverages must be dispensed in unbreakable containers. **NO ALCOHOLIC beverages allowed outside the rented areas.**
8. Groups/individual determined by the Chehalis Parks & Recreation to need **liability insurance** must provide a certificate of insurance naming the City of Chehalis as additional insured in the amount of no less than \$1,000,000 prior to facility use approval. Persons 21 years of age or older needing to purchase insurance may do so by going online to <https://www.onebeaconentertainment.com>; insert the correct building location code (listed on facility application) for a quick quote and/or to purchase insurance (credit card required for purchase). Price may vary with each event. Based on information contained in the application form:

 Liability Insurance is required Liability Insurance is NOT Required
9. The city will allow rental of the designated grass areas outside the Stan Hedwall and Lintott Alexander covered shelter(s) for an additional fee. Use of the grass area outside of a shelter requires a site plan showing dimensions of requested area and a description of how fencing or other methods of containment will be accomplished (if party wants to prevent public access). Liability insurance is required for special events. Chehalis parks are open to the public at all times, unless closed seasonally.
10. No inflatables, water slides, amusement rides allowed in city parks or buildings
11. No animals allowed (except service animals) in buildings without approval. Leash law applies in all city parks.
12. No political banners or other prohibited signs allowed on city property outside of rented building.

ASSUMPTION OF RESPONSIBILITIES

Users of City of Chehalis Park Kitchens or shelter facilities are required to complete certain responsibilities prior to vacating the premises. Those responsibilities are indicated below:

User Responsibilities

Access Building: Building may be accessed no earlier than one half hour prior to rental period.

Floors: Sweep floors, mop up all spills with fresh water, clean and rinse mop. Return all cleaning materials to broom closet. If using Lintott/Alexander shelter(s), give broom and mop to the caretaker after cleaning off picnic tables, sweeping the floor and picking up all debris.

Garbage: Bag all garbage; at the VR Lee Building place bagged garbage outside kitchen door in Lemay receptacles. At Hess Kitchen place bagged garbage in Lemay receptacles outside the VR Lee Building kitchen side door. Check outside grounds for loose garbage. Covered Shelter users place bagged garbage in dumpster located in the parking lot.

Restrooms: Pick up any debris, mop floor if needed. Make sure toilets are flushed.

Kitchen Area: Wipe down all counters, sinks, stove, including oven if needed. Clean up any spilled food. Remove all food and bagged ice from refrigerator and wipe clean. Clean coffee pot after use.

Tables and Chairs: Wipe down tables and chairs. Stack tables and chairs in designated marked areas. No extra tables or chairs provided. Shelter users leave picnic tables in shelter.

Decorations: Decorations in all facilities are allowed but may only be secured with masking, double sided, or scotch tape. No push pins, tacks, staples, nails, confetti, glitter or silly string allowed. All decorations must be removed prior to leaving the facility.

Personal Belongings: Remove all personal belongings. The city of Chehalis is not responsible for lost or damaged items.

Closing: Enclosed facilities turn thermostat switch back to 60. Turn off lights. Lock and secure all exit doors and windows. Place key in designated drop box.

Fireplace: If using the VR Lee Community Bldg. please make sure the fireplace is turned off prior to leaving the facility. Fan takes about ten minutes to start and the same to shut off.

Vacate Building/Shelter: Building(s)/shelter(s) must be cleaned and vacated by the end of rental period.

Failure to complete any of the responsibilities listed above will result in a minimum service charge of \$50 for up to 1 hour of cleanup, plus \$50 for each additional hour or portion thereof required by staff to clean facility.

User shall be responsible for damage and/or loss of City property and will be charged the entire cost of repair or replacement, including any labor expenses.