

# APPLICATION AND AGREEMENT - For Use of the KALAMA COMMUNITY BUILDING

(216 Elm Street, Kalama - Phone # 673-4565)

Date Requested \_\_\_\_\_

Group Name & Address \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Name & Address \_\_\_\_\_ Phone # \_\_\_\_\_

If Non-Profit please attach proof of non-profit status to the contract. Federal ID # \_\_\_\_\_

Rooms Desired \_\_\_\_\_ Type of Function \_\_\_\_\_

Approximate Number Attending \_\_\_\_\_ Open to Public \_\_\_\_\_ Charge for Attending/How Much \_\_\_\_\_  
yes/no \$ amt.

Function Time: \_\_\_\_\_ to \_\_\_\_\_ Will Liquor be Served \_\_\_\_\_ (If yes, please provide a copy of the required Liquor Permit  
yes/no to the City prior to the event)

## RENTAL CHARGES/DEPOSITS

_____ Meeting Room, Kitchen & Ballroom - Full Day Rental	\$ 500.00
_____ Meeting Room, Kitchen & Ballroom - Full Building Rental	\$ 50.00 per hr (up to 4 hrs)
_____ Meeting Rooms or Kitchen only (\$25.00 per hr - up to 4hrs)	\$ 100.00
_____ Meeting Room & Kitchen	\$ 200.00
_____ Non-Profits Special Rates - Full Building Rental	\$ 200.00/50% of hourly rates

**A \$200.00 (if Liquor Served \$400.00) Refundable Cleaning/Damage Deposit will be required for all Rentals. No refund of the deposit will be issued if the City of Kalama shuts down the event for any reason. If extreme additional cleaning must be done by the City or Damage is done to the building, actual costs (time and labor) for cleaning and repair will be deducted from the deposit. If the event is closed down or there is serious damage done to the building, you and your group will not only lose the deposit, but also the opportunity to rent any City-owned Facility in the future.**

**THE ABOVE APPLICATION FOR USE OF CITY FACILITIES IS APPROVED SUBJECT TO THE FOLLOWING REGULATIONS:**

1. Any group or individuals using the facilities accepts responsibility for any damage done to City Property and shall reimburse the City for any damage.
2. Payment of any charge or deposit shall be made in advance.
3. Only the facilities listed in the application will be used by the applicant's group.
4. The City reserves the right to cancel any meeting or activity in any facility.
5. Non Profit events must be held by and for the non-profit organization on the contract and check for payment must be drawn on the non-profit's account.  
**Certificate of Insurance required.**
6. The City will provide heat, water, paper towels/tissue.
7. There will be **NO SMOKING in the building** and **NO ALCOHOL outside the building.** Areas outside of each exit door will be provided for smoking.
8. The group or individuals agree before leaving to:
  - a. Clean Building to original condition it was found in.
  - b. Restore the furniture or equipment to its original arrangement. **Please lift tables to move.**
  - c. Place trash in plastic bags in outside garbage cans (or behind cans if they are full).
  - d. **Pick up litter** around **outside** of building before leaving/closing of event.
  - e. Remove litter from fireplace.
  - f. Turn both **thermostats** down to **55°F**, turn/shut off all lights and running water.
  - g. Lock all outside doors, including side doors off kitchen.
9. **Guidelines for Decorations:**
  - a. Only push-pins may be used to hang decorations (**NO tape, nails, staples or thumbtacks**)
  - b. Ceiling decorations may only be hung using **prior-approved** specially designed ceiling Hangers.
  - c. **No Metallic Type Confetti Decorations** may be used due to cleaning difficulties.
  - d. Only "painters@ masking tape may be used on the wood floors. **NO DUCT TAPE**
10. **Noise Issues:** Due to the surrounding neighborhood being primarily residential in nature, music is to be kept at a level so as to not to disturb the neighbors when the doors and windows are closed. If the doors and windows are open, the volume needs to be adjusted down accordingly. **Live music or music played through a sound system, needs to stop at midnight (12 a.m.)** If the Police are called for any reason, your deposit will not be returned.

**FOR RENTAL QUESTIONS OR TO CANCEL, PLEASE CALL (360) 673-4565.**

**POLICY REGARDING RENTAL FEES AND DEPOSITS:**

The **Renter/Licensee** is required to complete a Use Agreement Contract for each event/activity at the Community Building according to the classification of use. The fees or portion thereof will be required at that time in order to reserve the space and time desired.

**ADVANCE DEPOSIT** - Renter/Licensee of the Community Building may:

- A. \_\_\_\_\_ Pay **50%** of rental fees on the date the Rental Agreement is signed to secure the requested date. The balance, consisting of the balance of the rental fee and damage deposit will be paid in full 14 days prior to the event.
- B. \_\_\_\_\_ Non-Profit and organizations will provide certificate of insurance or special events insurance coverage at the time of payment. May be available through business insurance or for information on Special Events insurance available for all rentals pick up forms at the City or go to [www.eventinsure.us/awc/](http://www.eventinsure.us/awc/).
- C. \_\_\_\_\_ The renter/licensee may elect to pay the entire rental amount and Damage Deposit and provide insurance verification if applicable at the time of signing.
- D. \_\_\_\_\_ All fees must be paid **fourteen, (14)** days prior to the event.

**DAMAGE DEPOSIT**

*The renter/licensee will pay the damage deposit prior to the event. Following the event, the Caretaker of the building will check the building and will report the results to City Hall the next work day. The deposit or a portion thereof will be returned during the next bill paying cycle of the city provided all damage and cleaning issues have been resolved. Refunds are processed twice a month for City Council approval on the first and third Wednesdays of each month.*

**\*\*CANCELLATION POLICY\*\* A refund of the rental deposit or fees minus 5% of the total rental fee will be made if the City is notified of the cancellation 30 days prior to the date of the event. Any event cancelled less than 30 days but at least two weeks prior to the event will receive a refund of any amounts paid over the 50% required deposit and the damage deposit if paid in advance. No refund, with the exception of prepaid damage deposits, will be made for events cancelled with less than two weeks' notice to the City.**

**The above stated Group or individual hereby agrees to abide by the regulations and terms stated herein as part of this agreement, acknowledges receipt of the Kalama Community Building Rental Policies, and indemnifies the City of Kalama from and against any and all claims, demands, causes of action, suits or judgments including but not limited to, any claims of insurance carriers, for deaths or injuries to persons or for loss of or damage to property arising out of or in connection with the use and occupancy of the facility by the user, its agents, servants, employees, or invitees. In the event of any claims made or suits filed against the City of Kalama, the City may at its option, require the user to resist or defend such action or proceeding at the user's own cost and expense by counsel reasonably satisfactory to the City.**

By: \_\_\_\_\_ Date \_\_\_\_\_ By: \_\_\_\_\_ Date \_\_\_\_\_  
 Renting Party Representative                      Community Building Caretaker

<i>For City Use Only:</i>		<i>Copy of Liquor License Obtained?</i>		<i>Yes</i>	<i>No</i>
Rent Amount \$ _____	Damage Deposit \$ _____	Total \$ _____	Balance Due By _____		
Extra Fee \$ _____					
522- Rent Amount Paid \$ _____	Receipt No: _____	Date: _____			
522- Rent Amount Paid \$ _____	Receipt No: _____	Date: _____			
544- Damage Deposit Paid \$ _____	Receipt No: _____	Date: _____			
544- Damage Deposit Paid \$ _____	Receipt No: _____	Date: _____			
Notes: _____					
_____					
_____					
Okay to Return Deposit _____ Amount: \$ _____ Date Returned: _____ Check No: _____					