



KALAMA COMMUNITY BUILDING RENTAL POLICIES

Revised January 2013 – Adopted by Resolution No 588

The Kalama Community Building is owned and operated by the City of Kalama. Originally built in 1934, many community volunteers have worked to restore and improve the historical Building over the years. Many Kalama non-profit and community groups use the Building for meetings and activities. The Building is available for rent to the public for a fee. The following are the City's policies for operating the Building equitably and effectively in an effort to maintain the Building in a condition as to keep the Building available.

RENTAL - Usage of the Community Building is determined on a first come, first serve basis for all users. The facility may be rented by the day or by the hour. There are separate areas within the building that can be rented separately or the full facility is available. Fees are set by resolution of the City Council.

A signed contract is required for all users of the Building and a deposit of 50% of the rental fee is required to secure a date for use. The balance of all fees including the applicable damage deposit is required to be paid two (2) weeks prior to the date of the event. The contract is a binding document under which the user accepts responsibility for any injury to persons or property resulting from user or guest actions. The user agrees to reimburse the City of Kalama for any damages to City property or costs incurred as the result of user and guests actions.

Non-profit organizations with current federal registration are allowed to hold public events at reduced rates. Proof of the non-profit tax exempt status must be attached to the contract or a copy provided each year. To obtain the special or reduced rate the event must be by and for the non-profit organization completing the contract. Payment must be made with a check drawn on the non-profit applicant's account. Fees may be waived by the City Council for events that directly benefit either the building itself or the City. The City will allow the Building to be used for public meetings by other public and governmental entities when the purpose is to inform the community at large of issues that may affect the community as a whole. Kalama service organizations having worked on and donated to the Community Building are allowed to use the Building for their monthly meetings without charge.

Any groups using the Building without charge or non-profit groups using the Building at a reduced rate, without having paid a damage deposit, are required to meet the same rules and regulations as those paying fees. These groups will be held accountable for any damage to the Building during their possession and will be billed for all maintenance and repair costs if such becomes necessary.

INSURANCE – All non-profit and organizations using the facility shall procure and maintain in force without cost or expense to the City, on or before two weeks prior to the covered event, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the facility with liability limits of not less than \$1,000,000 per occurrence, \$2,000,000 annual aggregate. The user's insurance shall be primary and written on an occurrence form with a company that is A rated and licensed to do business in the State of Washington. The City of Kalama shall be named as additional insured on all such policies. Policies shall in addition provide that they may not be cancelled or modified for any reason without fifteen (15) days prior written notice to the City of Kalama. A certificate of insurance shall be provided by the user prior to the date of use either at the time the final fees are paid or with the completed contract. All individuals as well as organizations indemnify the City against liability by their signature on the contract. For information on "special events" insurance that can be applied for by any and all users request an application or go to www.eventinsure.us/awc/

CANCELLATION - 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

SMOKING - There is no smoking inside the Building. Ash receptacles are located on the outside of the Building. The outside decks and porches must be kept clean of all debris.

LIQUOR - The serving of liquor is allowed at events held at the Community Building provided an approved liquor license is obtained from the State Liquor Board. A copy of the license shall be provided to the City. No alcohol or liquor shall be consumed outside of the facility. The required damage deposit will be doubled for events serving liquor. Should the police be called to enforce this policy, the event can be shut down and the damage deposit shall be retained by the City.

NOISE - The Community Building is located within a residential neighborhood. Users are requested to be respectful of the neighbors and their property. All music that may project outside the Building must end at midnight (12 am). Should the police be called to address complaints from the neighbors, the damage deposit will be retained by the City.

DECORATING - Users may decorate the Building provided that decorations will not create damage to the walls or the Building in any way. Push pins may be used for hanging decorations, but **NO TAPE, NAILS, STAPLES, OR THUMB TACKS**. Ceiling decorations may be hung using pre-approved specially designed ceiling hangers. Due to cleaning issues confetti is not to be used at the facility. Only painter's masking tape may be used on the floors. **NO DUCT TAPE**. Use of candles must be approved by staff prior to your event.

CARE & CLEANING - Users of the Building are required to leave the Building in the original condition in which they found it. Tables should be lifted and not dragged across the floor. All furniture and equipment shall be returned to its original location. Kitchen, restrooms, and all rooms used shall be left clean, with all counters and floors having been wiped and mopped. Fireplaces shall be free of all litter or debris. All trash shall be bagged and placed in the garbage carts outside the Building. If the carts are full, all extra garbage shall be bagged and placed behind the outside carts. All litter is to be picked up outside the Building. Users shall be responsible for making sure all water has been turned off. Users shall turn both thermostats to 55°F prior to exiting the Building. All lights shall be turned off when exiting the Building. All outside doors are to be locked when exiting the Building.

KEYS - Keys may be checked out at City Hall the business day before an event. Keys are to be returned to the City within 24 hours of the end of the event. Keys may be returned by dropping in the City's drop box at City Hall during non-operating hours.

The City will distribute one key to organizations that use the Building regularly on a case by case basis. Each organization will have one person designated as the contact with the City who will be responsible for the key. **KEYS ARE NOT TO BE COPIED**. If keys are lost or not returned, the organization will be held liable for the costs of rekeying or changing locks if necessary in order to keep the Building secure.

DAMAGE DEPOSIT - For all rentals to the public, a damage deposit shall be required. Non-profit and other governmental agencies may be exempted from the damage deposit provided that they honor the policies when using the Building. Should a non-profit or governmental agency cause damage to the Building or violate the policies, future usage will require a deposit be paid. Damage deposits are refundable provided the Building is left in the condition in which it was found, no physical damage occurs to the Building, and there are no disturbances causing police to respond to the event. Refunds of the deposit may be prorated if cleaning or maintenance is required to be completed by City staff based upon \$25 per hour for cleaning and \$40 per hour for City crew time to make repairs, plus supplies and materials, if applicable, or the actual cost of repairs if contracted out.