

KALAMA COMMUNITY BUILDING APPLICATION & AGREEMENT

Event Date _____ 216 Elm Street, Kalama - Phone #: 360-673-4908
Group Name _____ Email: _____ Main Phone # _____
Contact Name & Mailing Address _____
If Non-Profit, please attach proof of non-profit status to the contract. Federal ID # _____
Room(s) Desired _____ Type of Function _____
Approximate Number Attending _____ Open to Public _____ Charge for Attending/How Much _____
yes/no \$
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

_____ Community Building Full Rental	\$650.00 (\$75/hr. up to 4hrs)
_____ Community Building- Kitchen only	\$200.00
_____ Small Group (<20) Meeting Room usage	\$100.00 for 2 hrs. (Hourly after that)
_____ Kalama community non-profits rental fee	\$ 300.00/\$35.00 hourly rate
_____ Cleaning rate – After event cleanup	\$75 per hr- 2hr minimum
_____ Community building- P&R Class Recovery Rate	\$25 per hr
A rental of the full building (Front Meeting Rm, Ballroom, & Kitchen) for three or more consecutive days will receive a discount to \$100 per day.	
_____ Damage Deposit (without Alcohol)	\$200
_____ Damage Deposit (with Alcohol)	\$500

A refundable cleaning/damage deposit will be required for all rentals.

This application for use of city facilities is approved subject to the following regulations:

1. Any group or individual using the facility 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 the fireplace.
 - f. Turn both **thermostats** down to **55 degrees Fahrenheit**, 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, music is to be kept at a level that does not 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 contact (360) 673-4908 or
communityrelations@cityofkalama.com.**

POLICY REGARDING RENTAL FEES AND DEPOSITS:

The **Renter/Licensee** is required to complete an application/agreement for each event/activity at the Community Building according to the classification of use. The fees, or a 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/.
- 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 **14** days prior to the event.

DAMAGE DEPOSIT

The renter/licensee will pay the damage deposit prior to the event. Following the event, the janitorial service will check the building and will report the results to City Hall the next business 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. **Damage deposit refunds will be completed within 30 days of the event. 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.**

****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 Coordinator

For City Use Only:		Copy of Liquor License Obtained?		Yes	No
Rent Amount \$ _____	Damage Deposit \$ _____	Total \$ _____	Balance Due By _____		
Extra Fee (if applicable) \$ _____					
Rent Amount Paid \$ _____	Receipt No: _____	Date: _____			
Rent Amount Paid \$ _____	Receipt No: _____	Date: _____			
Damage Deposit Paid \$ _____	Receipt No: _____	Date: _____			
Damage Deposit Paid \$ _____	Receipt No: _____	Date: _____			
Notes: _____					
Okay to Return Deposit _____		Amount: \$ _____	Date Returned: _____	Check No: _____	



KALAMA COMMUNITY BUILDING

RENTAL POLICIES

Adopted by Resolution No 588 - 2013
Updated Text 3/2023

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 2013 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 to keep it maintained and in good condition to allow for its continued use.

RENTAL - Usage of the Community Building is determined on a first come, first served 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 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/or guest 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 current 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 entire community. 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. A rental agreement must be completed and signed by every renting party, even where no fees are involved. 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-profits 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 user, request an application or go to <https://app.gatherguard.com/?v=0501-1170>. The Community Building ID code should auto-populate, but it is: 0501 1170.

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, except for 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 deck, 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 Washington State Liquor and Cannabis 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 City Hall 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 re-keying or changing locks, if necessary, 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 exempt from the damage deposit if 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. 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 the cleaning hourly rate set in the current fee resolution at time of damage, plus supplies and materials, if applicable, or the actual cost of repairs if contracted out.

Kalama Community Building Post-Use Check Off Sheet

EXTERIOR/OUTSIDE

- 1. Free of any debris associated with event, including public streets in vicinity. _____
- 2. Two ash cans returned to original position. _____

FIRESIDE ROOM

- 1. Wood flooring entry clean. _____
- 2. Windows locked and sills free of debris. _____
- 3. Furniture-Couch, chairs, ottoman, mirror, hutch, phone stand, and greeting table: check for cleanliness and damage and return to original position if necessary. _____
- 4. Fireplace: Check for debris: clean brick & tile. _____
- 5. Walls, doors, ceiling, light fixtures: scan for decorating debris and event-related items. _____

BALLROOM (STAGE)

- 1. Check piano and stool for damage _____
- 2. Floor cleaned as needed _____
- 3. Side room to right stage: free of debris and stored items undisturbed. _____

BALLROOM (MAIN FLOOR AREA)

- 1. Floors: check for general cleanliness, sweep and/or mop as needed and make sure free from gum. _____
- 2. Windows: sills clean, windows closed and locked, windows as clean as when function began. _____
- 3. Equipment:
 - A. New chairs racked on 3 caddies against far right wall (cleaned as needed). _____
 - B. Tables and benches returned to original position (cleaned as needed). _____
- 4. Fireplace: free of event-related debris and screen in place. _____
- 5. Garbage cans and wastebaskets: clean and dry inside and out (liner will be supplied by the caretaker). _____
- 6. Ceiling, doors, walls, light switches: check for any debris and event-related cleaning. _____
- 7. Thermostat: set at 55 degrees; fan on auto _____

SECOND STREET ENTRY WAY

- 1. Doors: property closed and free of obstruction. This is an emergency exit. _____
- 2. Tables and old chairs: stored neatly and cleaned as necessary. _____
- 3. Ladder (tall): Leaned against wall. _____
- 4. Wall heaters: in "OFF" position. _____
- 5. Walls and floor: free of debris and checked for event-related cleaning issues. _____

HALLWAYS

- 1. Floors: clean and free of debris _____
- 2. Walls, light switches and door: checked for event-related cleaning issues. _____

KITCHEN

- 1. Doors: locked _____
- 2. Counter tops, cabinet surfaces, walls, light switches: check for cleanliness. _____
- 3. Sinks: cleaned, free of food debris _____
- 4. Appliances – refrigerator, two convection ovens, dishwasher, burner units, microwave: check inside and out for cleanliness. _____
- 5. Garbage can: clean and dry inside and out. _____
- 6. Floor: Swept and mopped as needed _____
- 7. Kitchen cookware, utensils, table services: cleaned and returned to appropriate cabinet or shelf. _____
- 8. Windows: locked with blinds in orderly position. _____
- 9. Used linens: used dish towels, pot holders, etc., may be left in deep sink. _____

RESTROOMS

- 1. Toilet, urinals, sink, mirrors: cleaned inside and out as applicable. _____
- 2. Floors: Swept & mopped as needed. _____
- 3. Walls including stalls: Check for cleanliness _____

SECOND STREET ROOM/OFFICE

- 1. Thermostat left at 55 degrees _____
- 2. Carpet and wood floors: Clean as needed _____
- 3. Exterior door locked _____
- 4. Windows Locked, sills free of debris _____
- 5. Walls, doors: cleaned as needed _____

UTILITY

- 1. Equipment: stored in an orderly manner _____
- 2. Deep sink: clean _____

ADDITIONAL NOTES: _____

