



Facility Rental Information

Mountain View Community Center

3505 122nd Ave E

Edgewood, WA 98372

253. 836.4329

253.312.6202

www.mtviewlutheran.org

Regulations Governing Facility Use

At Mountain View

Community Center

Introduction

Mountain View Community Center's mission is to offer love, mercy, and compassion by providing resources and opportunities to all in our community. It is the intent of Mountain View Community Center to encourage and permit the use of the Center to community groups and activities within the established policies of the Center.

The handbook includes regulations prescribed by Mountain View Community Center and Mountain View Lutheran Church to control the use of Mountain View Community Center, including fees and charges schedule.

General Regulations

1. Application for reservations should be completed at the Community Center during business hours Monday through Thursday, from Noon to 4:00 pm.
2. All persons or groups holding any meeting or recreational activity in this facility are required to have a Facility Use Agreement completed as set forth by these regulations. These requirements shall not apply to scheduled Center-sponsored activities.
3. Facility Use Agreements will be issued upon application and be administered by a designated Center agent unless:
 - The event is a wedding or funeral, which are not permitted at Mountain View Community Center. We reserve these activities for Mountain View Lutheran Church.
 - The event is religious in nature and contradictory to the Trinitarian religious practices of Mountain View Lutheran Church.
 - The event is a subsidize partisan political activity exclusively by a particular political group.
 - The date and time requested has previously been allocated.
6. Facility use applications must be completed by an adult; further, all events must be supervised by a designated adult. The Community Center shall not be liable for injuries or loss of property resulting from use of the premises.
7. Mountain View Community Center reserves the right to change or cancel the reservation if the facility is needed for Community Center business or if for some other reason it becomes unavailable (See #16).
8. Mountain View Community Center reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination by authorized Mountain View Community Center personnel, upon any of the grounds set forth below:
 - Physical damage to City property caused by an attendee, whether invited or not, or
 - Use of alcohol or tobacco

- Violation of any law, ordinance, or regulation of the State of Washington, King or Pierce County by an attendee, invited or not, and
- Failure to comply with Mountain View Community Center staff direction

10. Alcoholic beverages and smoking is not permitted at Mountain View Community Center or anywhere on the Mountain View Lutheran Campus, except for designated smoking areas.

11. CENTER CODE OF CONDUCT: Individuals or groups using the Centers facilities must comply with all applicable city, county, state and federal codes, ordinances or established regulations.

12. Reservations are taken on a first come – first served basis and booked quarterly. One time rentals (receptions, anniversaries) may be made a maximum of twelve (12) months prior to desired date. The continued use of a room is not automatically guaranteed each quarter. This will allow Mountain View Community Center’s programs to be scheduled prior to any outside agency bookings, thus reducing possible changes or cancellations. Rates for long-term commitments shall be negotiated on a case-by-case basis.

13. RENTALS: There is a 5 hour minimum for renting on the weekends and 2 hour minimum for renting at any other time.

14. ADDITIONAL FEES: Overrun fees for room rental will be charged as follows: 15-30 minutes, 1/2 hour charge; 30-60 minutes, 1 hour charge.

15. DEPOSITS & CANCELLATIONS: A Reservation/Damage deposit of \$500 for one-time major event rentals (i.e., involving more than 100 people), or \$250 for minor event rentals, must be paid to reserve the facilities. This amount, less applicable fees, will be refunded by mail within 20 days after the event if the Center facilities, particularly the Center’s meeting rooms, kitchen and its equipment, are found to be in acceptable condition. Refunds for reservation cancellations will be based on the following schedule, unless we are able to reschedule your reserved time:

60 or more days notice..... full refund
Fewer than 60 days notice no refund

DUE TO UNANTICIPATED CIRCUMSTANCES (FOR INSTANCE, PLUMBING FAILURES, FIRE, ETC.), IT MAY BECOME NECESSARY FOR MOUNTAIN VIEW COMMUNITY CENTER TO CANCEL A RESERVATION. MOUNTAIN VIEW COMMUNITY CENTER RESERVES THIS RIGHT. In the unlikely event this should become necessary; every effort will be made to provide reasonable notice, however this may not be possible in all circumstances. The Center shall provide a full refund in such cases. Responsibility for making alternate arrangements remains that of the renter.

16. CLEANING PROCEDURES: The facility is to be left in the same condition as when you arrived. This includes the restrooms, hallways, parking areas, general building structure and surrounding grounds. All stray helium balloons must be removed from the building prior to leaving. Before you leave, you must do a final walk-through with the Building Attendant and sign the “Rental Inspection Checklist”. The Building Attendant will note any discrepancies on the checklist. The monetary charges for damages will be determined by the Community Center Manager and or/Department Director. Occupancy is no more than 197 adults or youth. Rental hours must be consecutive. No split shifts will be allowed.

18. Throwing of rice, birdseed, confetti, etc. is not permitted inside building or on adjacent grounds. Use will result in forfeiture of part or all of the damage deposit.

19. All music must be kept to a moderate sound level. Music must end at midnight.

20. Compliance with the City fire code and the City of Puyallup Fire Marshall are mandatory; the use of candles and/or any other type of open flame is strictly forbidden.

21. The Facility Manager must first approve additional equipment brought in by the renter.

22. ABSOLUTELY NO PARKING WILL BE ALLOWED IN FRONT OF THE CENTER. THIS IS AN EMERGENCY FIRE LANE AND MUST BE KEPT CLEAR. Facility is subject to periodic checks by City staff and law enforcement during event.

23. The Community Center Manger will arrange and coordinate all programming and building use, including any deviations from pricing chart deemed beneficial for the optimum use of the facility and fulfillment of mission.

Mountain View Community Center
"THINGS YOU SHOULD KNOW WHEN RENTING THIS FACILITY"

1. Room set-up and clean-up is the renter's responsibility. Scheduled rental times must include your set-up and clean-up time. During the week you must be out of the facility no later than 10:00 pm. On the weekend (and Friday nights) you must be out of the facility no later than Midnight.

(NOTE: The rooms you rent will be available at the time you tell us you want to be in the building to begin setting up. Renters will not be allowed in the building prior to 6:00 am.)

When you are ready to enter and leave the building, you must contact the Building Attendant. He or she is on-duty during the time that you have rented the facility.

2. You are also responsible for any breakage or damage to the building or equipment. When you leave, you should check out with the staff person on duty. You must do a final walk-through with the Building Attendant and sign the "Rental Inspection Checklist". The Attendant will note any discrepancies and monetary charges for any damages will be determined by the Community Center Manager and/or the Department Director (not the Building Attendant). Such charges will be applied to the Damage Deposit.

All doors and windows should be closed, all lights should be turned off (be sure to check the restrooms), oven and stove should be turned off, and any kitchen equipment you use must be cleaned, and all stray helium balloons must be removed from the building prior to exiting. The use of thumb tacks, staples and scotch tape are NOT allowed on the walls, floors or tables. Damage caused by these objects will be charged to your deposit. Use masking tape only.

3. All cleaning must be done immediately after your event:

- Place all trash in the dumpsters located outside.
- Tables/chairs must be cleaned put back the way that was originally set up. (See chart on the wall for original setup).
- All items brought into the facility must be removed – this includes rented equipment.

6. We provide tables and chairs for the room(s) you rent. The cost of these is included in the room rental fees. We do not provide tablecloths.

7. SMOKING IS NOT ALLOWED IN THE BUILDING.

Mountain View Community Center
PRIORITY OF USE

Groups or organizations will be given a permit for use of the facilities on the basis of the following priorities: 1) CLASSIFICATION 1; 2) CLASSIFICATION 2; 3) CLASSIFICATION 3.

CLASSIFICATION ONE

- A. Activities of Mountain View Community Center, or those sponsored by the Center take priority over all other groups or activities. Those programs or activities that are sponsored by the Center will be free of charge, but may still be held liable for damages occurred to the facility.
- B. Mountain View Lutheran Church will have second priority under this classification.

CLASSIFICATION TWO

- A. Non-profit organizations [with full 501(c)(3) status] for events which are community-based and involve activities that enhance the community.
- B. Recognized groups that are engaged in promoting a special community activity and/or issue: School Districts, PTA, service clubs, youth organizations.

[NOTE: Due to definition, some groups or organizations in Classification Two are sometimes unable to pay the suggested fee due to their strictly volunteer basis or nominal dues. These groups who meet regularly are requested to make an annual donation of money or equipment (i.e., table, chairs, audiovisual equipment, etc.) or offer a class, workshop, clinic or provide in-kind service to the Community Center

- 1. These groups are asked to write a Proposal for Facility Usage and meet with the Center staff to negotiate an agreement.
- 2. Any abnormal cost accrued will have to be covered by the group.
- 3. Any fundraising or commercial ventures must be negotiated separately and fees charged.

CLASSIFICATION THREE

- A. Events not open to the general public: Examples -- wedding receptions, anniversaries, private club dances, etc.
- B. Groups or organizations, that are not formally established as 501(c)(3) nonprofits, whose membership is open to the general public but operate for the primary benefit of their own membership; such groups may or may not charge fees, collect donations, membership fees, or charge admission, and/or participation is limited to a select group: Examples -- Model clubs, dance clubs, preschool cooperatives, neighborhood associations, etc
- C. Groups or organizations who are commercial in nature and are promoting a product or service (event could be free to public): Examples: Tupperware, large "garage sales", dieting workshop, etc.

**Mountain View Community Center
User Fees**

Classification Two

A. Non-profit organizations [with full 501(c)(3) status] for events which are community-based and involve activities that enhance the community.

B. Recognized groups that are engaged in promoting a special community activity and/or issue: Boy Scouts, Girl Scouts, Campfire Girls, PTA, service clubs, youth organizations.

Organizations in this classification holding an event or events which are oriented toward fundraising, sale, barter, and/or trade of goods and services related to the group activities will be considered under Classification 3 fee schedule or a rental fee negotiated on a percentage of gross receipts.

Room	Room Capacity	Class 2 Rates
Multi-purpose Hall	197	\$45 per hour during regular business hours \$60 per hour Monday-Thursday 5pm-11pm \$75 per hour Friday 5pm-Midnight and Saturday/Sunday 7am-Midnight
Office(s)	10	\$15 per hour per office during regular office hours \$35 per hour per office after regular business hours
Kitchen Use	11	\$25 flat rate

Classification Three

A. Groups or organizations, that are not formally established as 501(c)(3) nonprofits, whose membership is open to the general public but operate for the primary benefit of their own membership; such groups may or may not charge fees, collect donations, membership fees, or charge admission, and/or participation is limited to a select group: Examples -- model clubs, dance clubs, preschool cooperatives, neighborhood associations, etc.

B. Events not open to the general public: Examples -- wedding receptions, anniversaries, ect.

C. Groups or organizations who are commercial in nature and are promoting a product or service (event could be free to public): Examples: Tupperware, large "garage sales", dieting workshop, ect.

Room	Room Capacity	Class 3 Rates
Multi-Purpose Room	197	\$65 per hour during regular business hours \$ 80 per hour Monday-Thursday 5pm-11pm \$95 per hour Friday 5pm-Midnight and Saturday/Sunday 7am-Midnight
Office(s)	10	\$20 per hour per office during regular office hours \$40 per hour per office after regular business hours
Kitchen	11	\$35 Flat rate

Mountain View Community Center
RENTER'S CLEAN-UP RESPONSIBILITY CHECKLIST

All Renters must read and sign below to verify understanding of terms of their rental. Further explanation of our "standards" can be found in the "Facility Rental Information" pamphlet. This form must be signed off by the Renter and Mountain View Community Center Staff and attached to Renter's current CONTRACT.

Name of Responsible Party: _____

Date of Rental _____ Start Time of Rental _____ End Time of Rental _____

Kitchen

The Kitchen is to be restored to the same condition in which it was found. Counters, stove tops, grill, ovens, sinks and anything else noted in the "Rental Inspection Checklist" (SEE OTHER SIDE) need to be wiped down and or scrubbed clean. Floors need to be free of debris and trash needs to be emptied. Remember to bring your own kitchen utensils and/or equipment, dishwashing soap, towels, scrub pad.

I understand the Kitchen Area clean-up criteria. _____ (Renter's initials)

Main Hall and Bathrooms

The Main Hall and Bathrooms are to be restored to the same condition in which they were found. Trash is to be emptied, tables and chairs wiped clean and stacked properly in closet, decorations must be taken down, floors free of major stains or damages – if there is any stain or damage – the Building Attendant (staff) will annotate it and the Mountain View Community Center Manager will determine if there is a charge. All other criteria is noted in the "Rental Inspection Checklist" (SEE OTHER SIDE).

I understand the Main Hall and Bathroom clean-up criteria. _____ (Renter's initials)

What we DO provide:

Trashcan liners, paper towels (bathroom), toilet paper

What we DO NOT provide:

Masking tape, dish soap, towels, scrub pads, oven cleaner

I acknowledge that I have reviewed the above information with a representative of the Fife Community Center. If any of the above requirements are not met, extra fees will be deducted from my deposit. I understand that all Facility Rental Rules and Regulations apply.

Responsible Party Signature Date Community Center Manager Date

Staff/Renter Comments: _____

Mountain View COMMUNITY CENTER

RENTAL INSPECTION CHECKLIST

This checklist is completed after the Rental is over. A separate sheet outlining the Renter's responsibility should be signed PRIOR to the rental (other side). If the Renter has any concerns regarding the outcome of their "walk through" – the Mountain View Community Center Manager will meet/call with the Renter as soon as possible. The Building Attendant must make a full report of any discrepancy – as directed by the Director of Parks and Recreation. Anything the Building Attendant annotates does not necessarily reflect monetary charges – the Manager makes the final determination.

Name of Responsible Party: _____

Building Attendant (Opening): _____

Building Attendant (Closing): _____

Date of Rental _____ Start Time of Rental _____ End Time of Rental _____

A walk through with the Building Attendant is required before the responsible party (Renter) leaves the premises. If this is not accomplished – appropriate charges will be charged for anything that the Building Attendant deems unacceptable. You will have an explanation of any findings.

KITCHEN

Building Attendant will initial all that is acceptable within "Facility Rental Information Standards":

- | | |
|----------------------------------|---|
| _____ Counters wiped clean | _____ Sinks wiped clean (drains free of debris) |
| _____ Ovens/Stoves OFF | _____ Stove tops wiped/scrubbed clean |
| _____ Refrigerator empty | _____ Grill wiped/scrubbed clean |
| _____ Unlocked drawers secure | _____ Refrigerator trays clean |
| _____ Ovens wiped/scrubbed clean | _____ Trash emptied |

MAIN HALL, BATHROOMS, AND PARKING LOT

Building Attendant will initial all that is acceptable within "Facility Rental Information Standards" (ref: Rental Pamphlet).

- _____ All floors checked for stains/damage
- _____ All decorations removed
- _____ All helium balloons removed from the building (this is a MUST)
- _____ Tables and chairs **wiped down clean** (free of decorations)
- _____ Tables and chairs **stacked properly** and stored
- _____ General outside of building check
- _____ General parking lot check (renters responsibility)
- _____ All trash cans emptied (including bathrooms)

Responsible Party Signature Date Community Center STAFF Date
Staff/Renter Comments: _____

Mountain View Community Center

Request For Facilities

Name of Organization/Party:	Contact Person:
Telephone Number:	Address:
Email Address:	Intended Use:
Desired Dates:	Desired Time:

Day(s) of Use: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
Frequency of Meeting: <input type="checkbox"/> Once <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> Other (Describe):

Estimated Number of Participants:
Is there an admission Charge Yes / No
Is this a 501(c)3 Nonprofit Organization Yes / No
Will need the use of: <input type="checkbox"/> Meeting Room <input type="checkbox"/> Kitchen <input type="checkbox"/> Office(s) <input type="checkbox"/> Tables/chairs <input type="checkbox"/> Freezer/Refrigerator <input type="checkbox"/> Audio/Visual Equipment <input type="checkbox"/> Sound System <input type="checkbox"/> Other(describe):

I certify that I am the authorized representative of the above organization/group, have read and agree to be bound by the regulations, policies and fee schedules as described in the rules and procedures governing the use of Mountain View Community Center, and that the information above is true. On behalf of the group I represent, I agree to supervise all activity on the premises and to comply with and enforce the attached rules and regulations during the time allocated for our group. I agree to and understand the fee schedule, charges and policies governing use of the Center by groups. **HOLD HARMLESS AGREEMENT:** On behalf of the group I represent, I agree to hold Mountain View Community Center, Mountain View Lutheran Church, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of actions, demands, and claims, including the cost of

their defense, arising in favor of the activity participant or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant in the above event except for those acts or commissions which are the sole negligence of Mountain View Community Center and Mountain View Lutheran Church.

Signed: _____ Date: _____

For Center use Only

Deposit: \$	Category(1,2,or 3):
Dates/Times are marked on Calendar:	Building Request is approved:

Signed: _____ Date: _____