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## FACILITY RENTAL AGREEMENT

DATE SUBMITTED: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Day(s):  Su  M  Tu  W  Th  F  Sa From: \_\_\_\_\_ to \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Activity Type: \_\_\_\_\_ Est. Attendance: \_\_\_\_\_

Representative/Person in Charge: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Will you be selling merchandise or services or collecting fees?  Yes  No If yes, for what purpose? \_\_\_\_\_

**Room(s) Requested** (Please check all that apply):

**SHERIDAN PARK COMMUNITY CENTER** 680 Lebo Blvd., Bremerton, WA 98310 Ph:360-473-5305 Fax:360-473-5882

<input type="checkbox"/> Lounge (Max 49)	<input type="checkbox"/> Clubroom A (Max 15)	<input type="checkbox"/> Clubroom B&C (Max 35)
<input type="checkbox"/> Conference Room (Max 25)	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Room Package (Room + Gym) <input type="checkbox"/> Entire Building

**Room Setup or Special Needs:** Complete the room layout on back of this sheet-if not completed, the renter is responsible for table and chair setup.

I certify that I am the authorized representative of the organization listed above and that the above statements are true. I agree for myself and for the organization named above to supervise all activity on the premises, and to comply with and enforce the City of Bremerton Parks & Recreation rules (attached) during the time allocated for use by our organization. I agree for myself and for the organization above to comply with the fee schedule governing permit users of the Bremerton Parks & Recreation Department. The Bremerton Parks & Recreation Department may immediately terminate this Agreement if the organization fails to comply with its promise to supervise all activity and to comply and enforce facility rules and regulations.

### HOLD HARMLESS AGREEMENT

I hereby agree and contract, in consideration of the acceptance of this application, to follow this agreement to the fullest extent. I hereby waive and release, for myself, executors and administrators, any and all claims against the City of Bremerton and agree to hold harmless the City of Bremerton, its officers, employees, agents, representatives, successors, volunteers, or assigns from any and all claims, including the cost of their defense, which may be made for damages and/or injury to property or persons occasioned by any cause arising as a result of, or in connection with my/our participation in the rental of City of Bremerton Parks & Recreation facilities.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Official Capacity with Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

In the event that the building is not open for your event, please call 9-1-1; state that this is NOT an emergency, and request to contact the Parks & Recreation Dept/Maintenance Manager or his/her designee.

Diagram of preferred layout with tables and number of chairs indicated. If not completed, the renter is responsible for table and chair setup.

**SPECIAL NEEDS FOR EQUIPMENT OR SERVICES:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Approved    Denied   By: \_\_\_\_\_   Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Fee: \$ \_\_\_\_\_    Cash    Check# \_\_\_\_\_    Credit Card   Receipt # \_\_\_\_\_

Comments: \_\_\_\_\_

Deposit: **\$100.00**    Cash    Check# \_\_\_\_\_    Credit Card   Receipt # \_\_\_\_\_

Deposit Refund Approved/Processed By: \_\_\_\_\_ (Note: Refund may take 10-14 days to process and will be sent to payee.)

Refund Sent To: \_\_\_\_\_   Voucher #: \_\_\_\_\_   Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## RULES AND REGULATIONS FOR USE OF PARKS & RECREATION FACILITIES

Hours of Availability:	<b>Sheridan Park Community Center</b>	<b>Bremerton Senior Center</b>
	Mon-Sat 8:00AM-10:00PM	Mon-Fri 4:30PM-10:00PM
	Sunday 10:00AM-8:00PM	Saturday 9:00AM-10:00PM
		Sunday 10:00AM-8:00PM

The City of Bremerton and Bremerton Parks & Recreation Department's existing and future special events and programs have priority use.

Reservations are not taken more than twelve (12) months in advance or less than two (2) weeks prior to the event. Reservations requested within two weeks are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, religious or political events).

**Note:** Special Event permitting takes 3-5 weeks to process. For more information, contact City of Bremerton Tax & License Office: 360-473-5311.

There is a two hour minimum of all rentals. Time reserved includes set-up and clean-up time. Groups who use the facility on a regular basis (e.g. weekly or monthly) must reapply by December each year and pay a minimum of one month's fee to hold their reservation.

A completed Facility Rental Agreement form and full payment are required to confirm your reservation date, time and location. Reservations are first come, first serve. Reservations may be completed by phone. Phone reservations require payment by credit card and a completed, signed form to be faxed to 360-473-5882 for Sheridan Park Community Center or 360-473-2305 for Bremerton Senior Center. Reservation will be confirmed through return fax of your receipt by staff.

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision.

A minimum \$100.00 damage deposit may be required of any one-time rental group. The deposit will be refunded once the building has been inspected and the exit check list has been reviewed. The refund will take 10-14 days to process and will be mailed to the payee.

Cancellations of reservations made 30 or more days prior to the event date receive an 80% refund. Cancellations made 29 days or less prior to the event receive a 50% refund. Failure to give notice of cancellation forfeits all reservation fees.

The total number of people using the rented space shall not exceed the capacity listed for the room. Adequate supervision and/or chaperones must be provided by the applicant. A Parks & Recreation Building Attendant will be present during the entire event. The Parks & Recreation Department may require additional staff, depending on the type and size of the event. Additional staff charges apply. If the use of the building exceeds the agreement, a surcharge will be assessed per each 30 minute overage, per staff member working the rental.

The noise level in the facility and surrounding area shall be in compliance with BMC 6.32.110. Noise shall be monitored by the Building Attendant and/or City Police. Failure to comply immediately ends the rental. (Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the source is too loud.)

All City of Bremerton ordinances and policies are enforced. **No Alcohol is allowed in buildings, parking lots, or park grounds. No smoking is allowed in the facilities.** Failure to comply could lead to immediate termination of the rental.

**CLEAN-UP:** The rental party is responsible for leaving the rooms as found. A pre-rental walk through with the Building Attendant before the event and a post-rental inspection will be completed. The rental party must bring their own supplies, including trash bags. A maximum of three tied garbage bags can be placed in Parks & Recreation Department dumpsters. Kitchen utensils are not available for rental use. Masking tape ONLY may be used on walls and floors and must be removed at the end of the rental.

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any future use. The Parks & Recreation Department is not responsible for any lost or stolen items or items left by the rental party.