Village Green Metropolitan Park District
26159 Dulay Road NE, Kingston
(360) 297-1263
www.myvillagegreen.org

2027 FACILITY USE APPLICATION

PLEASE PRINT

NAME OF EVENT	Time of Actual Event from: to:
DATE OF EVENT	Entire Time from: to: *(including set-up/clean-up)*
ROOMS REQUESTED if known	

NAME OF APPLICANT:		
DO YOU QUALIFY FOR RESIDENT/NON-PROFIT DISCOUNT? *Do you a) live within the Village Green Metropolitan Park District Boundaries or b) have a Non-Profit Status Certificate from the Secretary of State?*	YES	NO
GROUP / ORGANIZATION NAME:		
TELEPHONE (home) (cell)		
MAILING ADDRESS CITY		ZIP
EMAIL ADDRESS		

EXPECTED ATTENDANCE	#ADULTS	#YOUTH	**TOTAL:**				
ON-SITE CONTACT NAME *(if different from* APPLICANT *above)*				PHONE:			
DESCRIBE EVENT: (use additional paper if necessary)							
How many round tables (5')?		# of chairs per table (up to 8)?					
How many rectangle banquet tables (6')?							
Linen tablecloths ($10 ea)? YES NO Linen napkins ($0.50 ea)? YES NO Tablecloth color? _____ Napkin color? _____		Dinner plates? YES NO Salad plates? YES NO Dessert/bread plates? YES NO *Refer to rental rates sheet.*		Wine glasses? YES NO Water glasses? YES NO Utensils? YES NO			
Other equipment needs (ex. large screen projector, large screen TV, corded or cordless microphone, podium, sound mixer, other):							
Coffee/Tea/Water service ($10 per gallon of coffee)?		# of Gallons		Regular		Decaf	
Will alcohol be consumed at this event? YES NO Will food be served at this event? YES NO *Check with Manager to review fees & regulations.*							

Note: A 25% deposit is needed to reserve the room; balance is due 30 days before event.

Event Rental Policies and Agreement

Cancellations ____ *initials*
Village Green Metropolitan Park District reserves the right to cancel an event due to emergencies or other extenuating circumstances. Full refunds or other accommodations may be made in such circumstances.

- Full Refund, including deposit, will be given if cancellation is made 30 days or more prior to the rental date.
- Full Refund, minus deposit, will be given if cancellation is made 15-29 days prior to the rental date.
- 50% Refund of entire booking fee will be given for cancellations 8-14 days prior to the rental date.
- 0% Refund for cancellations made 0-7 days prior to the rental date.
- This applies to all reasons for cancellations.
- Notification of cancellation must be made in writing via email to programs@myvillagegreen.org

Rental Times ____ *initials*
All setup and clean-up is to take place within the contracted rental times, including supply drop-off/pick-up.
Occupation of the rented area exceeding the contracted rental time period will forfeit the incidental fee.
If continued occupation causes disruption to another renters' contracted times or facility programming, an additional fee may be assessed at the discretion of the manager.

Deliveries & Pickups ____ *initials*
Deliveries and pickups, if any, must be scheduled during the reservation hours.
Due to space and security concerns, items cannot be stored prior to or following the reservation.

General Policies ____ *initials*
Outdoor access to the patio will be closed by 10 pm
Renters are responsible for securing their own personal belongings and possessions.
Renters are responsible for their group and/or party's actions and conduct during the reservation.
Renters must assume responsibility for providing adequate supervision, facility cleanliness, and general order while using the facility.
Minors must have adequate adult supervision.
Renters agree to reimburse the Village Green Metropolitan Park District for any damage to Park District property or costs incurred as a result of your rental group's actions.
Smoking or vaping of any kind is not permitted anywhere in the building or on the grounds of the Park District.
Open flames are not permitted, including birthday candles.
Illegal drugs, firearms and gambling are prohibited in any area.

Audio/Visual Tests & Room Layout ____ *initials*
Audio/Visual checks and seating layout must be scheduled with facility staff and performed no less than two weeks prior to the event.

Catering ____ *initials*
You may choose to bring your own food or have your event professionally catered. Whoever is on the contract is ultimately responsible for all food preparation and service areas being cleaned. Please adhere to the cleaning checklist.

Decorations ____ *initials*
The renter should advise the Village Green Metropolitan Park District of any decorations planned, including any special accommodations not listed below. Decorations left behind may incur a charge against the Incidental Fee.
Allowed: 3M non-marring removable hooks, painters tape, ribbon, string and helium balloons with weights, and battery-operated candles. Bubbles are allowed outside.
Not allowed: Confetti, glitter, balloons filled with confetti, fog machines, dry ice, haybales, and nails. Tape including but not limited to duct, masking, packing, scotch or any tape except for painter's tape. Animals are not allowed (except service animals). No fireworks, including sparklers or party poppers.

Kitchen Use ____ *initials*
Use of kitchen appliances, equipment, or tools MUST BE approved during the reservation process. Renters are responsible for the care, condition, and cleaning of any equipment used. Any tools, utensils, dishes, bowls, plates, or other items used from the kitchen MUST BE cleaned and returned to their original location. Do not place wet rags in the hamper, they must be laid out along the sinks to dry. If using the kitchen for ANY reason, a kitchen rental fee must be included.

Cleaning ____ *initials*

- Return room to its original condition. Leave tables and chairs for staff to put away.
- All tables and chairs must be wiped clean from smears, particulates, and spills.
- Floors must be vacuumed or mopped as needed.
- Any trash must be collected and thrown into the dumpster. Recycling placed in the recycling dumpster.
- Kitchen: see Cleaning Checklist for specifics.
- Estimated cleaning time is 1 – 1.5 hours.

Alcohol ____ *initials*
The Village Green Metropolitan Park District requires these documents for all events serving alcohol:

- Washington State Issued Banquet Permit or Special Occasion License
- Alcohol Use Permit Application

Parking ____ *initials*
Parking at Village Green Community Center is limited and only available on a first-come, first-served basis. All groups are encouraged to carpool. Review our parking map for the designated parking places at the community center. Do not park in the Village Green Senior Apartment lot as that is reserved for residents and their guests only.

The Facility Staff is responsible for the following:

- Open the building/room for the reservation.
- Work closely with the onsite contact to answer questions and provide direction.
- Assist renter in location of equipment, cleaning supplies, and the dumpster.
- Confirm that noise and music remain at an acceptable level.
- Assist with audio/visual setup and issues.
- Ensure that the reservation ends promptly as listed on the Rental Agreement.
- Inspect facility and equipment for cleanliness, in preparation for the next scheduled use.
- Lock and secure building.
- Activate 911 Emergency Services, if necessary.

The Facility Staff is *not* expected to do the following:

- Staff will not act as a guardian or security for any personal belongings.
- Staff will not assist with set-up, cleanup, or take-down.
- Staff will not supervise minors.

Please do not enter the facility until the reservation start time, and attendees should depart on time.

Insurance Requirements for Hazard Level 2 Activities (those that are at high risk of injury or involving alcohol for >100 guests):

The User shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the use of the Premises.

The Village Green Metropolitan Park District shall be named as an **Additional Insured** on User's General Liability insurance policy. The General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $1,000,000 general aggregate.

The insurance policy shall contain or be endorsed to contain that the User's insurance coverage shall be primary insurance with respect to the Entity. Any insurance, self-insurance, or insurance pool coverage maintained by the Entity shall be in excess of the Lessee's Insurance and shall not contribute with it.

The User shall provide a **certificate of insurance** evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M.Best Rating of not less than A.

I agree to the rental rate as explained to me, the rental policies within this agreement, and will adhere to the times I have agreed upon. My rental time period ends promptly at the time reflected on the front of this agreement. This INCLUDES tear down and clean up. It is my responsibility to leave the venue in the same condition as when I arrived, including removal of trash and recycling to the dumpsters on site. ***Any damage to the space(s) rented, and occupancy beyond the agreed rental time, will be collected from the refundable Incidental Fee.***

I have read and understand these rules and regulations for the Village Green and will take full responsibility to abide by them. I do hereby understand that I am responsible for the supervision and control of any group or individuals while using the Village Green Community property and to ensure their safety, prevent injury and/or damage to the equipment, property, or grounds of the center. I have authority to complete this application and agree to comply with all facility rules and regulations and assume liability for any and all damages that are due to the negligence of anyone associated with my group.

Indemnification/Hold Harmless

I shall indemnify and hold harmless the Village Green Metropolitan Park District, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of use of the premises or from any activity, work, or thing done, permitted, or suffered by myself or any member of my party in or about the premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Village Green Metropolitan Park District.

Signature of Applicant _____ **Date** _____

Payment by credit card is subject to a convenience fee.
Make your check payable to: VILLAGE GREEN MPD
Email applications to: director@myvillagegreen.org