Facility Rental Information –Activity Center

(Revised February 2016)

City of Milton
1000 Laurel Street
Milton, WA 98354
Rental info 253-517-2706
City hall 253-922-8733
www.cityofmilton.net

MILTON ACTIVITY CENTER
FACILITY INFORMATION
1000 Laurel Street, Milton, WA 98354
253-922-6586 – Facility phone number
Maximum Occupancy 160

Located in our City Complex adjacent to the Milton Fire Department. The facility consists of a large dance floor, commercial kitchen, and meeting room. The unique design of this facility allows for breakfast meetings, dinner receptions, weddings, dances, family reunions, bridal and baby showers, holiday gatherings, and instructional classes, etc.

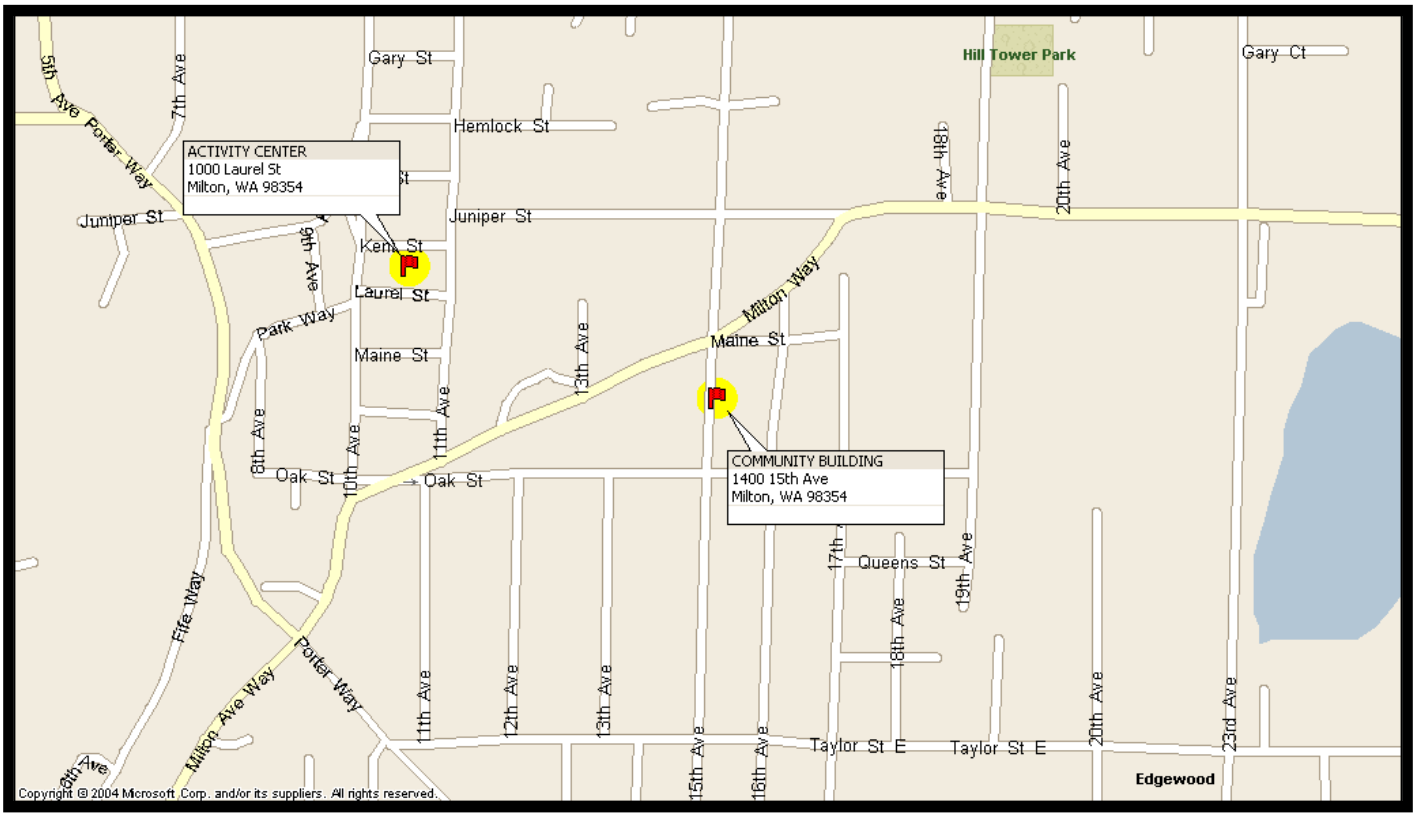
AMENITIES

Plastic tables: 13 - 2 ½' x 8' rectangle 11 - 5' round	**Chairs:** 96 brown metal chairs 30 tan metal chairs 74 red plastic chairs	Meeting room (Red Room) with tables and chairs (red chairs)
Commercial kitchen with gas stove and 2 ovens and griddle	Dual coffeemaker with 16 insulated carafes	Microwave
Refrigerator/freezer	Option to divide into smaller rooms	27" TV, VCR & DVD
Disco Ceiling Ball	Piano (Upon Request)	****NO Sound System Available**

ACTIVITY CENTER RATES & FEES

	Refundable Fee – Damage/Cleaning /Key Deposit	**Rental Fee (2-hour Minimum)**
Standard Rate - Local (Milton) Residents	$350.00	$60 per Hour
Standard Rate - Non-Local Residents	$350.00	$80 per Hour
Recurring Rental Fees*	$350.00	$15 per Hour
Governmental Agencies	$350.00	No Charge
* Pre-paid, non-refundable, minimum of 6 day rentals per calendar year, paid in advance; Monday – Thursdays only		

MAP AND DIRECTIONS



Directions from Tacoma
I-5 North
Take exit 137 onto 54th Ave. E
Turn left onto 20th St. E
Turn left onto Milton Way

<u>To the Activity Center:</u>
Turn left on 11th Ave
Turn left on Laurel St.
Building is on the right side and in same building as library.

Directions from Seattle
I-5 South
Take exit 142B, take ramp right to SR-18 West/S 348th St.
Turn left onto SR 161/Enchanted Pkwy S.
Turn Right onto Milton Way (not Milton Road)

<u>To Activity Center:</u>
Turn right on 11th Ave.
Turn left on Laurel St.
Activity Center is on right and in same building as library

RESERVATIONS

Follow these 4 simple steps:

1. Determine which facility best suits your needs. To find more information about each facility:
    - Call Deputy City Clerk Jill Schwerzler at 253-517-2706
    - Schedule a visit to the facility and we will be happy to give you a tour.

2. Check your event date and facility availability.

3. Complete the paperwork listed below and submit your request along with your fees and a copy of driver's license via mail email or in-person to:

   J.schwerzler@cityofmilton.net

   Or

   Milton City Hall
   Attn: Jill Schwerzler
   1000 Laurel Street
   Milton, WA 98354

    - Facility Rental Application Form
    - State Banquet Permit (if applicable)
    - Liability Insurance Certificate (if applicable)
    - Rental Facility Deposit, /Cleaning/Key and Rental Hourly Fees paid in full via cash, check or credit card.

4. **If Alcohol will be served, please see Page 7 for required permit and insurance information.**

Special Notes:

- Facilities may be reserved up to 12 months in advance of your event and receipt of your deposit.
- Applicants must be at least 21 years of age and be present throughout the entire rental period.
- The person signing the form will be considered the responsible party in case of damage, theft, disturbance or failure to observe all designated rules.
- All minors must have adequate adult supervision.
- Reservation time must include the time needed for set up and clean-up. Usage beyond scheduled time will be billed at twice the regular rate.
- Only rooms specified in the rental agreement will be available for your use on the day of your event. Rooms not specified may be occupied by other groups during your event.
- Time and date changes will be accepted in writing, a minimum of 30 days prior to the event, subject to facility and City Staff availability. Additional rental time must be paid at the time of request.
- Smoking is allowed in designated outdoor areas only. Smoking is not permitted in any City Building or within 25 feet of any building entrance.
- Pets are not allowed. Service dogs are always welcome. Any damages will be taken out of the Building Deposit.

DEPOSITS AND FEES

Payment of Rental Facility Deposit/Cleaning/Key Deposit (if applicable) and Rental Hourly Fee are due at the time of application. Please contact Marci to determine your deposit and rental fee. We accept cash, checks, money orders, VISA, MasterCard and Discover Card. For multiple date users, a payment plan is available.

Facility Rental Damage/Cleaning/Key Deposit:
$350.00 Activity Center

Damage deposits are 100% refundable provided the following conditions are met:

- The room(s) and facility (including outside area) are left in a clean and orderly manner per the Facility Cleaning Procedures.
- Use of the facility does not exceed the scheduled time.
- Additional staff time is not required as part of the rental.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol and smoking are met.
- All doors and windows are closed and locked.
- All rules and procedures governing City of Milton facility use are met.

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, the rental group will be billed for those additional costs. Janitorial service will be billed at $75.00/hour and repairs will be billed for the full replacement cost incurred, including labor charges. For rentals that are issued keys, lost or damaged keys will result in a forfeiture of the $50.00 key deposit. Deposits will be refunded via check within 30 days' post event.

Cancellation Policy
Deposits and Rental Fees will be refunded per the schedule below. Please note, all reservation cancellations must be made in writing and must accompany the facility key (if applicable).

- Cancellations made 30 or more days prior to the event will result in a full refund of the fees paid, minus a $30.00 administrative fee;
- Cancellations made 14-29 days prior to the event will result in a refund of deposit and 50% of hourly fees;
- Cancellations made 0-13 days prior to your event will result in a refund of deposit only.

YOUR EVENT

Prior to Your Event

It is recommended that you schedule a time to meet with City Staff and tour the facility. At that time, you will receive a facility orientation (where applicable), Facility Pre-Inspection Form, and answers to your event related questions.

Pick up the facility key during the week prior to your event during business hours at Milton City Hall. Keys for weekend rentals must be picked up no later than noon on the Friday prior to the rental.

Day of Your Event

Miscellaneous:

- On the day of your event, the facility will be open to you at the time specified on your Facility Rental Application Form only.
- The facility may be rented to multiple groups on a particular date. **Enter the facility only at your designated** rental time and depart when scheduled.
- Bring your approved Facility Rental Application Form and any applicable permits with you.
- If you plan to sell items at your event, you are required to obtain prior approval from City Staff.

Pre-inspection:
Inspect the facility with the Pre-Inspection Form and notate any damage prior to your event. **The form and key must be turned in to City Hall prior to deposit being returned.**

Loading, Delivery and Storage:

- City Staff are not authorized to sign for your deliveries due to space and security concerns. Please note: The City is not responsible for any items brought into rental facilities.
- Items cannot be stored for your event.
- For deliveries of furniture or equipment, please discuss details with City Staff at least 2 weeks prior to your event.

Food and Beverages:
Food and beverages are welcome at all City Facilities. Kitchens and amenities vary among facilities, so please contact City Staff for specific needs.

- Renters may bring in their own food, have food prepared off-site and delivered, or have the event catered.
- Food and trash remaining after the event must be properly disposed of by the renter in the dumpster provided or removed from the premises by the renter.

ALCOHOL REQUIREMENTS:

- Alcohol is allowed at the Milton Activity Center provided you have the following:
  - *Banquet Permit* (alcohol served at a non-profit event); a copy is given to City Staff at least 2 weeks prior to event and the original posted during the event. The permit can be purchased online at http://liq.wa.gov/licensing/banquet-permits for $10.00.
  - *Proper liquor liability coverage* – WCIA Event Insurance (http://www.wciapool.org/insurances/tulip) or Commercial Liability Insurance.

- ****Serving alcohol without proper <u>approval and permits</u> and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of your event, forfeiture of your deposit and/or additional fees & penalties.****

Decorations

- Free standing decorations are welcome provided they are removed at the end of your event.
- No decorations shall be attached to walls, lights, doors or ceiling.
- Birdseed, rice, confetti, glitter, sparkles, dry ice, fog/smoke machines and dance wax etc. are not permitted inside or on the adjacent grounds.
- The use of burning candles or any other type of open flames is not allowed. Sterno cans for chafing dishes are allowed.

Setup & Take Down

Your event rental period needs to include the time needed for delivery of equipment and supplies, room set up, decorating and clean up. Be sure to consider this when requesting your event rental time.

- Renters may set up as desired, including moving portable furnishings and setting up tables and chairs PROVIDED they are returned to the original position before leaving the facility.
- Caution should be used when moving furniture to insure walls and floors are not damaged.
- Renters must provide table coverings to protect tables from foods and art supplies that may stain tables. Tables must be washed after use.
- All items brought into the facility by the renter shall be removed by the end of the rental period.
- Refer to the **Facility Cleaning Procedures** for a list of tasks you are required to complete at the conclusion of your event. A copy of this form is also posted in each facility.
- Return the completed **Cleaning Checklist** and key to City Staff or place in the City Hall Drop Box.

Facility Cleaning Procedures

<u>Cleaning time is to be included in your event rental time and needs to be completed by the end of your reserved rental time</u>. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event. Cleaning supplies can be found under the kitchen sink in the Activity Center (closet closest to the kitchen). All rooms must be cleaned and left in the same condition as when you arrived. This includes the kitchen, side rooms, restrooms, hallways, parking areas and surrounding grounds.

- Clean all counters, sinks, mirrors, appliances, tables, chairs, doors, walls, etc. with clean towels and cleanser.
- Mop vinyl floors with 2 oz. of cleanser per gallon water and rinse with clean water. (This includes the kitchen.)
- Vacuum carpet.
- Dust mop hardwood floors.
- Damp mop hardwood floors with designated microfiber mop.
- Empty all garbage cans and <u>reline</u>. (Dumpsters are located behind the Activity Center.)
- Tables/chairs must be cleaned and correctly aligned in their respective areas.
- All items brought into the facility must be removed.
- Turn off stove – (In the Activity Center, leave the pilot light on).
- Unplug coffeemaker.
- Close and lock all windows.
- Turn off all lights.
- Close and lock all doors.

Post Event
Once your event is over and the facility has been cleaned and locked up, return your key along with your pre-inspection and facility cleaning checklists in the overnight drop box at City Hall, or in person the next business day at City Hall. Once City Staff has completed the post inspection, a deposit refund check will be mailed to the person of record on your Facility Rental Application Form within 30 days.

City Codes and Ordinances
All relative City of Milton Codes and Ordinances will be in effect and enforced at all City of Milton facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. Codes can be viewed online at www.cityofmilton.net. The City of Milton reserves the right to terminate your event if City Staff, in good faith, perceive that you or your guests pose a risk to the safety of the persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from City Staff or the Police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

PRE – INSPECTION CHECKLIST

- ☐ All sinks, counters, sinks, mirrors, appliances, tables, chairs, doors, walls etc are clean.
- ☐ All vinyl floors are swept and mopped.
- ☐ Carpet is vacuumed.
- ☐ Hardwood floor is clean.
- ☐ All garbage cans are empty and lined with garbage liners.
- ☐ Tables/chairs are clean and correctly aligned in their respective areas.
- ☐ No personal items have been left behind.
- ☐ In the Activity Center, stove is off other than pilot light.
- ☐ Coffeemaker is unplugged.
- ☐ Lights are off.
- ☐ All doors and windows are locked.

Please note any discrepancies and exact locations below and return to City Hall with your key:

_____
_____
_____
_____
_____
_____

Signature _____Date _____

EMERGENCY CONTACTS

If you are faced with a life threatening emergency call – 911

Milton Police non-emergency line M-F 8 a.m.–5 p.m. 253-922-8735 & after hours and weekends 253-841-5431
For water, or electric issues contact our on call maintenance any time during your event at 253-370-1679

Activity Center Address: 1000 Laurel Street
Community Building Address: 1400 15th Street.

For general questions, please contact Jill Schwerzler at 253-517-2706 or City Hall 253-922-8733 and dial zero.
Please note: There is no staff available on weekends/holidays, or after 5:00 PM on weekdays.

FACILITY CLEANING PROCEDURES

Cleaning time is to be included in your event rental time and needs to be completed by the end of your event. All rooms must be cleaned and in the same condition as when you arrived. This includes the kitchen, side rooms, restrooms, hallways, parking areas and surrounding grounds. It is your responsibility to make sure the rental facility is left clean, orderly and locked when you are finished with your event. Cleaning supplies can be found under the kitchen sink, and in the closet closest to the kitchen in the Activity Center.

- ☐ Clean all counters, sinks, mirrors, appliances, tables, chairs, doors, walls, etc. with clean towels and cleanser.
- ☐ Put away all dishes and supplies used during rental.
- ☐ Sweep and then mop vinyl floors with 2 oz. of cleanser per gallon water and rinse with clean water. (This includes the kitchen.)
- ☐ Vacuum carpet.
- ☐ Dust mop hardwood floor.
- ☐ Damp mop hardwood floor with designated microfiber mop.
- ☐ Empty kitchen and restroom garbage cans and reline. (Activity Center dumpster is behind building)
- ☐ Tables/chairs must be cleaned and correctly aligned in their respective areas.
- ☐ All items brought into the facility must be removed.
- ☐ Turn off stove.
- ☐ Unplug coffeemaker.
- ☐ Turn off all lights.
- ☐ Close and lock all doors and windows.

If the above conditions are not met to the satisfaction of City Staff, an appropriate fee will be deducted from the damage deposit. If the cost of cleaning and or repair of the facility exceed the amount of the damage deposit, the rental group will be billed for those additional costs. Janitorial service will be billed at $75.00/hour and administrative fees billed for the full replacement cost incurred, including labor charges. For rentals that are issued keys, lost or damaged keys will result in a forfeiture of the $50.00 key deposit per key. Deposits will be refunded within 30 days' post event.