



Facility Rental and Application Information

(Revised March 2019)

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

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

This facility is in our City Complex, left of the Milton Police Department. Inside, the facility has a spacious dance floor, commercial kitchen and meeting rooms. This design is perfect for events such as breakfast meetings, luncheons and dinner receptions. There is plenty of room for set ups and gatherings of all types of events such as:

- Weddings
- Family and class reunions
- Bridal and baby showers
 - Holiday gatherings
 - Dances
- Instructional classes

AMENITIES

The Milton Activity Center offers amenities for your rental needs. Additional amenities that are needed are welcome but are to be provided by the solely by the renter. At the end of the allotted rental timeframe all additional amenities are to be removed to ensure the facility is left in its original condition.

Plastic tables: 13 - 2 1/2' x 8' rectangle 11 - 5' round	Chairs: 71 brown metal chairs 21 tan metal chairs 78 red plastic chairs	Meeting room with tables and 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

Business Hours 8:00am-5:00pm	Refundable fee- damage/cleaning	Rental fees
Full Center (2-hour minimum)	\$350.00	Resident-\$70.00 per hour Non-resident-\$80.00 per hour
Main Room (2-hour minimum)	\$350.00	Resident- \$50.00 per hour Non-resident- \$60.00 per hour
Small Meeting Room (2-hour minimum)	\$350.00	Resident-\$25.00 per hour Non-resident-\$35.00 per hour
Government and Non-Profits	\$350.00	25% DISCOUNT
Recurring Rentals* Mondays-Thursdays only (1-hour minimum)	\$350.00	\$30.00 per hour

Weekday Evenings and Weekends	Refundable fee- damage/cleaning	Rental fees
Full Center (4-hour minimum)	\$350.00	Resident-\$110.00 per hour Non-resident-\$120.00 per hour
Main Room (Cannot be rented out separately on weekends. 4- hour minimum.)	\$350.00	Resident-\$85.00 per hour Non-resident- \$95.00 per hour
Small Room (Cannot be rented separately on weekends. 4-hour minimum)	\$350.00	Resident- \$65.00 per hour Non-resident- \$75.00 per hour

*Pre-paid, non-refundable rentals for a minimum of six occurrences within a six-month period. Only for use of classes or programs which are open to the public.

Business Hours are 8:00am to 5:00pm Monday through Friday. Rentals are not available on observed City holidays.

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Fourth of July	Christmas Eve
	Christmas Day

Rentals are available until 10:00pm Sunday through Thursday and until 11:00pm Friday and Saturday.

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. These 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.

RESERVATIONS

Follow these steps for a seamless reservation process:

1. Determine if the facility best suits your needs. To find more information
 - Call City Hall at 253-922-8733
 - 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 email to info@cityofmilton.net or by mail or in person to

Milton City Hall
Attn: Bldg Rentals
1000 Laurel Street
Milton, WA 98354

- Facility Rental Application Form
- State Banquet Permit (if applicable)
- Liability Insurance Certificate (if applicable)
- Rental fees and deposits are paid **in full** via cash, check or credit card.

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.
- 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 and Rental Hourly Fee are due at the time of application. Please contact City Hall to determine your deposit and rental fee. We accept cash, checks, money orders, VISA, MasterCard and Discover Card.

Facility Rental Damage and Cleaning:

\$350.00

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

- The room(s) and facility (including outside area) are left properly cleaned and in an 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. 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.

Late Bookings:

- Additional fee for evening/weekend rentals booked within 14 days of rental date is **\$250.00**

YOUR EVENT

Prior to Your Event

It is recommended that you schedule a time to meet with City Staff and tour the facility in preparation for the event.

Day of Your Event

On the day of your event, the facility will only be available to you at the time specified on your Facility Rental Application Form. Please keep in mind that it is possible the facility may be rented to multiple groups on any given date. It is important to **enter the facility only at your designated** rental time and depart when scheduled.

A City Staff employee will meet with 15 minutes prior to your event to unlock the facility for use. At this time staff will walkthrough with you to complete the pre-inspection checklist.

Do not forget to have your approved Facility Rental Application Form and any applicable permits with on hand and with you. If you plan to sell items at your event, you are required to obtain prior approval from City Staff.

Loading, Delivery and Storage:

- Due to space and security concerns, city staff are not permitted to sign for deliveries that will be made for your event. Please note: The City is not responsible for any items brought into rental facilities.
- Items cannot be stored for prior to 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 the Milton Activity Center. Kitchens and amenities are also available for rental users. 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 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 approval and permits 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 with tape, stickers or tacks.
- 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

It is important 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. This includes 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 **must** be removed by the end of the rental period.
- Refer to the **Facility Cleaning Procedures** for a list of tasks required at the conclusion of your event. A copy of this form is also posted in each facility.

FACILITY CLEANING PROCEDURES

Cleaning time is to be included in your event rental time and needs to be completed by the end of your reserved rental time. It is your responsibility to make sure the rental facility is left clean and orderly when you are finished with your event. Cleaning supplies can be found in the Milton Activity Center (closet closest to the kitchen). Rented 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 reline. (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 lights

Post Event

City Staff will do a walkthrough with you once your event is over and facility has been cleaned. The facility cleaning procedures checklist will be completed, and any damages will be noted. 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.

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:

RENTER SIGNATURE

_____ Date _____

CITY STAFF SIGNATURE

_____ Date _____ Time _____

FACILITY CLEANING PROCEDURES CHECKLIST

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.

- 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. Deposits will be refunded within 30 days' post event.

Notes of Damages:

RENTER SIGNATURE _____ **Date** _____

CITY STAFF SIGNATURE _____ **Date** _____ **Time** _____



The City of Milton encourages the use of the Activity Center if use is of lawful purpose and does not interfere with the conduct of City of Milton's programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the terms of City of Milton Policy and Procedures and the current schedule of user fees. Permission to use a facility may be denied based on a belief that the activity proposed may not be in the City of Milton's best interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, or origin.

NAME _____ ORGANIZATION: _____
(Provide copy of Photo I.D.) (Deposit refund will be issued to organization unless otherwise noted)

ADDRESS _____ CITY/STATE/ZIP _____

DAYTIME PHONE _____

E-MAIL _____ PHONE# DURING
EVENT _____

DATES TO BE USED _____

TIMES OF DAY/EVENING: FROM _____ AM/PM TO _____ AM/PM
(Include set-up & clean-up times)

NATURE AND PURPOSE OF ACTIVITY _____

NUMBER OF PARTICIPANTS _____ WILL ADMISSION BE CHARGED? _____

WILL LIQUOR BE SERVED? YES _____ NO _____ (ONLY Allowed in he ACTIVITY CENTER)

(Note: WA State Banquet Permit & Liability Event Insurance Certificate Required; see Page 2 for more information*)

LIABILITY CERTIFICATE OF INSURANCE: [] REQUESTED [] RECEIVED

WA STATE BANQUET PERMIT: [] REQUESTED [] RECEIVED

RULES AND REGULATIONS

1. Applicant/organization is responsible for the safety and conduct of its guests.
2. All events will be required to meet the occupancy load and fire and safety regulations of the City of Milton and State of Washington.
3. Use of alcohol, tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in barred use of facilities.
4. Firearms or other dangerous weapons are prohibited on City of Milton grounds as defined by law.
5. Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
6. Alterations to the facility are prohibited without prior approval. This may include such things as hanging signs, using masking tape on walls and floors, etc.

7. Applicants are responsible for special set-up requirements and clean up, unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event. Applicant will be responsible for all cleaning and repair fees listed in the Facility Rental Information packet.
8. The applicant/organization shall not practice discrimination of any kind.
9. The facility use is cancelled when facility is closed due to an emergency.
10. The applicant agrees to follow all noise regulations as stated in MMC 9.37. Including but not limited to loud, raucous, frequent, repetitive, or continuous sounds made by the amplified or unamplified human voice, animals, motor vehicles and equipment which are prohibited between the hours of 10:00 p.m. and 7:00 a.m.
11. The City of Milton reserves the right to refuse or revoke any authorization for the use of the City of Milton building or grounds, and if rental has been paid, to refund such rental, less expenses incurred by the City of Milton in connection therewith.
12. **There will be an additional fee of \$250.00 for evening/weekend rentals booked and/or changed within 10 business days of rental date.**
13. Rentals are available until 10:00PM Sunday through Thursday and until 11:00PM Friday and Saturday.
14. Cancellation / Refund Policy:

<u>Cancellation made</u>	<u>Refund Amount</u>
30 days or more in advance:	Deposit & 100% of Fees, minus \$30 Administrative Fee
15-29 days in advance:	Deposit and 50% of Fees
0-13 days in advance:	Deposit only

NOTE: During your rental, if you have an emergency, please call 911. Report any facility issues to City Hall during business hours.

AGREEMENT AND INSURANCE

The person or organization entering into a rental agreement with the City of Milton for the use of the facility listed described above certifies that the information given in this application is current. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations. The applicant further agrees to reimburse the City of Milton for any damages arising from the applicant's use of said facility. Any accident involving injury to participants or damages to the facility of its contents occurring during the use of the City of Milton facilities or equipment will be reported to the City of Milton authorities immediately.

For-profit business groups, and other special events groups as determined by the City of Milton, are required to provide proof of general liability insurance must be named as additionally insured by endorsement on said policy. Coverage cannot be cancelled or reduced without thirty (30) day's written notice to the City of Milton. *Low-cost Special Events Liability Insurance is available through WCIA and a Washington State Banquet Permit is obtained by the applicant (purchased online at the Washington State Liquor Control Board, <http://liq.wa.gov/licensing/banquet-permits>) for the event, and submitted to the City of Milton at least 14 days in advance of the event. Please go to www.wciapool.org and click on "One Day Insurance – TULIP." Complete the on-line insurance requirements and present a copy of the insurance certificate to the City at least one-week before the event. The Facility/Venue/Entity ID numbers are: **Activity Center: 0465-217, Community Building: 0465-218.**

The applicant agrees that the City of Milton and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, the City of Milton and its officers, employees, directors and agents from claims, liabilities, or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the City of Milton.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ **Date** _____



**CITY OF MILTON
FACILITY USE
APPLICATION**

**1000 Laurel Street
Milton, WA 98354
(253) 922-8733**

(FOR CITY OF MILTON USE ONLY)

FEES:

Business Hours

Full Activity Center	Resident \$70/hr	Non-resident \$80/hr
Main Room	Resident \$50/hr	Non-resident \$60/hr
Small Room	Resident \$25/hr	Non-resident \$35/hr

Evenings and Weekends

Full Activity Center	Resident \$110/hr	Nonresident \$120/hr
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Weekday Evenings

Main Room	Resident \$85/hr	Non-resident \$95/hr
Small Room	Resident \$65/hr	Non-resident \$75/hr

Government or Non-Profit Organizations: 25% discount []

***Recurring Fees: \$30.00/hr** []

Facility/Building Rental Fee: **\$ 350.00** (REFUNDABLE Deposit)

Additional fee of **\$250.00** for evening/weekend rentals booked or changed within 10 days: \$ _____

Rate per Hour: \$ _____ X Hours Rented _____ = \$ _____

Total Due for Event \$ _____

Signature of Facilities Rental Coordinator _____ Date _____

Deposit Returned \$ _____ Date _____

***Pre-paid, non-refundable rentals for a minimum of six-month occurrences within a six- month period and only for classes or programs which are open to the public. Mondays-Thursdays only (1-hour minimum, full center)**

OFFICAL USE:

- Rental added to the calendar
- Payment taken
- Returned to rental coordinator

ADDITIONAL NOTES: