

Chelan Senior Center

Facility Use Application

I hereby apply for the use of the Chelan Senior Center' facilities as detailed on the following pages. I certify that the information I have provided on those pages is true and correct to the best of my knowledge and belief. I have received a copy of the Chelan Senior Center rental rules (which are also set forth on the following pages), and agree to comply with them. I understand that failure to comply may result in loss of rental privileges and/or retention by the Center of all or part of my damage/security deposit/deposits.

Renter further waives all claims against the Chelan Senior Center on account of damage or injury from whatever cause which may occur to Renter or renter's property in connection with the use and occupancy of the premises. The deliver of this waiver is one of the considerations upon which this application is accepted. Renter further agrees to reimburse the Center for any damage caused in connection with Renter's use of the facility, and agrees that the Center will not be responsible for any lost, stolen or forgotten articles.

Applicant Name: _____ **Phone:** _____

Type of Rental (meeting room, kitchen, or both) _____

Date and Times of Rental: _____

Meeting Room / Reservation Deposit: _____

Kitchen Deposit: _____

Banquet Permit Deposit: _____

Total Deposits To Be Made: _____

Method of Payment of Deposit(s): _____

Rental Rules

1. The \$200 paid for reservation/damage deposit is to reserve the requested part of the facility for Renter on the date and time requested. If you cancel 30 days or more prior to the date you will receive a full refund. If you cancel less than 30 days prior to the date, you will receive a refund of \$100.
2. Your rental time includes all set-up time, the event, and clean-up time. This is the time you are billed for. You may not enter the building before this time and you may not stay after this time. If you need more time for set-up or clean-up you will be charged for the additional time. You may not bring your property (decorations, food, etc.), outside these hours.
3. You will need to make a deposit of \$200 in order for us to hold the date and time that you are interested in having. There may be additional deposits needed for kitchen rental, or a banquet permit (you can discuss this at the time you reserve the room), and you will be required to pay these also at the time you make the reservation. If the amount of time you are going to use exceeds the deposit amount, at \$50 per hour) you will pay an additional deposit to total that amount at that time. You will need to return the key the following Monday (or at a time agreed to by the Center Manager) and pay any balance you owe for the facility if there are additional charges. This is also the time you will receive your refund, if a refund is due to you.
4. Nothing will be attached to the ceiling tiles or frames of the ceiling tiles. If you have a piñata, that must be hung outside in the covered area. Please clean up after use.
5. Nothing will be attached to the walls.
6. If you have children playing outside or in entryway without adult supervision you will be charged \$50 with additional fees for planting bed damages, rocks or plastic bottles thrown on roof or in the gutters and any other damages inside or outside the facility.
7. Check outside area for bottles, cans, used cigarettes, paper plates, plastic utensils, balloons, candy or signs of someone being sick. If we have to clean up after you, we will charge you for the service.
8. If alcohol will be consumed, you must obtain a Banquet Permit from the Washington State Liquor Board (lcb.wa.gov). This currently costs \$10, and must be displayed in the lobby or on the office door. You will also have to make an additional deposit with us of \$100, which will be refunded to you if the facility is left in proper condition inside and out. If there is evidence of underage drinking, drinking without a banquet permit, or illegal drugs in or outside the Center we will call the police to view our surveillance tapes, and your deposit will not be returned.
9. The exercise equipment in the ice room is not for the use of any renters. You are allowed to use the refrigerator, step ladder, ice machine, mop, vacuum, mop sink and any tables in this room.
10. If the kitchen is not being rented, its door will be locked and the metal screen will be pulled down. There is a small sink in the main room near the microwave and coffee maker, all of which you may use. If you want to use a microwave, we will put one next to the coffee maker for your use.

11. If you are renting the kitchen, you are allowed to use the sinks, range (stove/oven) and the countertops. The rental does not include use of dishes, silverware and glassware, and not the convection oven and commercial dishwasher, which are only rented to professional chefs.
12. Cleaning and replacing tables and chairs is to be done before you leave. If you are given keys to the shed to get additional furniture, those furnishings must be replaced where you found them. The Center should be left as you found it (eight round tables, six chairs per table, two long tables against west wall, and one six foot table on the south wall).

I have received and read the foregoing rules and information, understand them, and agree to abide by them.

Applicant signature: _____ Date: _____

Approved:

Manager signature: _____ Date: _____