



GUY COLE EVENT CENTER POLICIES AND GUIDELINES FOR USE



Customer Responsibilities:

- ✓ Each individual in the group must obey all applicable City, State and Federal rules, ordinances, laws and regulations. Failure to do so may result in your rental contract being cancelled or terminated, and you and your party being asked to leave the premises and/or be subject to legal action.
- ✓ Provide general supervision and control over all activities and persons attending the event in order to prevent injury or damage.
- ✓ Assume financial responsibility for any damage to, or the need for excessive cleaning of the facility, park grounds, or amenities that may be caused by the customer or their guests.
- ✓ Provide general clean up as detailed in the checklist at the end of this policy.
- ✓ **Pre-purchase janitorial service from City-contracted janitorial company for after event clean-up.**

Room Capacity:

The Guy Cole Event Center Main Event Room has a designated room capacity of

- Standing only: 1008
- Seated (chairs only): 720
- Seated (tables and chairs): 335

By fire code the listed capacity cannot be exceeded at any time, and will be enforced by staff.

City provides: 160 chairs
47 rectangular tables 8' long
19 round tables 70" diameter

You are welcome to bring in additional furnishings if needed, the City does not provide any other than listed.

Decorations:

Earthquake putty, painter's tape, command strips and string are the only materials allowed for installation of decorations. Lighted candles are allowed, however, all must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container. Do not use rice, birdseed, confetti or glitter during your ceremony or event. The use of these materials will result in a portion of the damage/cleaning deposit being withheld. Bubble machines are not allowed. Carpet runners are allowed, however,

they cannot be secured with any type of tape to the floor. Tape of any kind is not allowed on the floor. Use of tape which causes damage to the floor will result in a portion of the damage deposit to be withheld.

Portable dance floors are available for rent at Kitsap Event Rentals (360-621-8711). Olympic Party Rental (360-460-3767) also has additional supplies and equipment that may be needed for your event.

Alcohol and Tobacco Use:

- ✓ If liquor is provided, a permit or license will be required and must be on display during the event. Information regarding alcohol service can be obtained from the Liquor Control Board. Information is available online at www.liq.wa.gov/licensing. Alcohol is strictly prohibited in all City parks unless it is indoors or provided for in a Temporary Activity Permit.
- ✓ Smoking, or the use of any tobacco, marijuana, or vapor products, at any City-owned or managed facility is not permitted.

Parking:

General parking is available, however, space is limited. All users are advised and encouraged to car pool to the event and/or shuttle their participants from an authorized pre-arranged location. Rentals are not given exclusive parking privileges at our facilities/sites. Illegally parked cars may be ticketed or towed.


Music & DJ's:

DJs and bands must have their equipment packed and removed from the building at the conclusion of your rental time. Also remind the DJ that tape of any kind is not allowed on the floor, and that bubble machines are not allowed.

Animals:

No animals are permitted in City facilities with the exception of service animals.



PLEASE REFER TO THE CHECKLIST ON FOLLOWING PAGE FOR GENERAL CLEAN-UP REQUIREMENTS 

GUY COLE EVENT CENTER

General Clean-up Checklist

Return this form with the key to the drop-box located inside Guy Cole by the exit door

Rental Date: _____

By signing below, the applicant confirms that the following steps have been taken:

- Tables must be *cleaned* and returned to the storage closet.
- Chairs must be returned to the storage closet.
- Restrooms should be left in an orderly fashion, excessive spills or trash cleaned up.
- Make sure all appliances are off or unplugged.
- Brooms and mops hung back on hooks in the closet by the drinking fountain.
- All lights turned off; windows and doors locked. Alarm system set to on (*see instruction sheet*).
- Check outside around the building for any discarded party favors, glasses, cans or bottles and dispose of them properly.
- NO GLITTER, BIRDSEED, CONFETTI, STICKERS** are allowed in the building. Any removal of such by City staff will result in forfeiture of entire damage deposit.
- All decorations must be removed, including: putty, string, and tape from the walls, floors, tables, chairs, and ceiling.
- Do not hang anything on the curtains.
- Do not put tape on the floor

NOTE:

- **Instruction sheets for use of the various pieces of equipment in the kitchen are in a folder on the shelf of the food preparation fixture.**
- **All cleaning supplies, including spot cleaner, and garbage bags are in the closet to the right of the kitchen.**
- **The audio system is in the closet to the right of the kitchen door, the mike jack is on the east wall and southwest corner of the room. Please do not adjust the projector. Thank you**

If you notice damage or unsatisfactory conditions upon entering the premises, notify Public Works immediately at 683-4908 during working hours (M – F, 7:30 am – 4:00 pm). On the weekend or after hours call the on-call employee at 360-912-7059 or the Sequim Police at 360-683-7227.

If the City Staff must do any work to return the center to its original condition, you will be charged a minimum of \$50 per hour. The contracted janitorial service will notify the City immediately of any damage to the facility.

Report any damage or breakage:

Applicant

Date

Alarm Procedures for Arriving and Departing the Facility

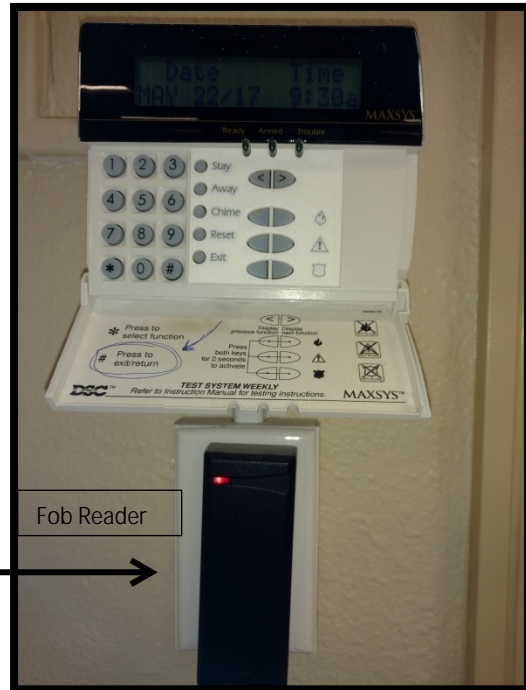
Entering

Main Glass Doors:

Enter through the north side double doors. The black fob reader pad is on the right as you enter. Pass the fob in front of the pad to turn off the alarm. Wait for the light to blink **GREEN**. To unlock doors, push in on push bar, insert allen wrench into push bar and turn clockwise.



Location



Fob reader pad

Kitchen:

Enter on the west side of the building directly into the kitchen. The black pad is to the right of the door as you enter. Pass the fob in front of the pad to turn the alarm off. Wait for the light to blink **GREEN**

Departing

Make sure that the doors are locked and the push bars have been released (locked) To release push bars insert allen wrench into push bar and turn counterclockwise. Doors must be closed to reset the alarm. Pass the fob in front of the black pad. Wait for the light to blink **RED**. Drop the key and checklist into the key drop box located by the kitchen door. You have **ONE MINUTE** to leave the building and shut the door once the alarm has been set.

Call the following numbers if you cannot get the alarm to set (**go ahead and be sure to lock building**) **Double check to make sure that all doors are locked** or if you accidentally set

the alarm off upon entering. **360-683-4908** during office hours or **360-912-7059** after hours to let us know (okay to leave message)