



Facility Rental Procedures and Rules

Policy Reference

These procedures and facility use rules implement the City of Sequim's Facility Rental Policy as adopted and as may be amended.

List of City Facilities

Guy Cole Event Center: Large capacity (335 max.) indoor facility with available kitchen and audiovisual, located in Carrie Blake Park (144 N. Blake Avenue).

Ball Fields: Outdoor; located in Carrie Blake Park (144 N. Blake Avenue).

Civic Center Chambers: Occupancy 60-70, tables and chairs, audiovisual; located in Sequim Civic Center (152 W. Cedar Street).

Burkett Community Room: Occupancy 15, tables and chairs, audiovisual; located in Sequim Civic Center adjacent to City Council Chambers (152 W. Cedar Street).

Civic Center Plaza: Outdoor plaza with sheltered area against building; picnic table and benches; located adjacent to the Sequim Civic Center (152 W. Cedar Street).

James Center for Performing Arts: Covered band shell and large outdoor grass seating/picnic area; some benches. Located near Carrie Blake Park (506 N. Blake Avenue).

Centennial Place: ([Contact City regarding availability](#)) Paved outdoor corner lot at major intersection; game table; benches overlooking intersection (104 E. Washington Street).

Admin Building: A mid-sized collaboration space with one large and several small rooms and retro kitchen *available only through contract with the City* (226 N. Sequim Avenue).

Pioneer Memorial Park: Small capacity (90 max) indoor facility with kitchen located in historic downtown park. Rentals are managed by the Sequim Prairie Garden Club. (387 E. Washington Street).

Haller Playfields: Outdoor playfields at 563 N. Rhodefer managed by Sequim Family Advocates.

Dr. Standard Park: Outdoor playfields located on Silberhorn Road managed by the Sequim Little League.

Gerhardt Park: Former farm on hillside with woodland bordering creek; historic home and other buildings. Not currently available for facility rental.

To schedule a tour of any facility that is available for rent, please contact Public Works Operations at 360-683-4908.

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Information For Public and Staff

Applications for Rental of City Facilities

Persons, groups or companies interested in renting City facilities can obtain a fillable or printable Facility Rental Application form from the City website, by phone or email, or by visiting the Civic Center at 152 West Cedar Street in Sequim, Community Development Department (2nd Floor). The City's main phone number is 360-683-4139.

Applicants may contact facility rental staff to (among other things):

- check availability of the facility on the desired date
- obtain an estimate of fees and deposits
- request discounted rates, per City policy
- learn basic information about required documentation, such as liability insurance certificates and endorsements
- determine if other City permits such as a Special Event or Temporary Activity permit may be required
- determine if other non-City permits or licenses may be required
- learn what constitutes a "complete" application
- obtain the Guidelines for Use for the particular facility

IMPORTANT: The Applicant is solely responsible for submitting a timely and complete application. Rental reservations are subject to cancellation without notice if a paperwork or payment requirement is not met by the City's deadline.

Reservation of City Facilities

The City of Sequim has first reservation rights to all City facilities.

Reservations from Applicants who are not City staff or acting on behalf of the City of Sequim are accepted on a first-come, first-served basis.

With some exceptions, Applicants may book a facility up to 12 months in advance, provided that payment based on the then-current Rates and Fees Schedule is also paid in advance.

Reservations for recurring events such as regular meetings of community groups or private clubs may be accepted at the discretion of the City. The City will take into account whether the recurring use impedes other potential uses during periods of high demand (e.g., around weekends and holidays).

Deposits for recurring events may be sustained in a City account in lieu of refunding the deposit with each occurrence.

Reservations cover a specific facility only, and not the surrounding grounds or park areas.

Reservations are not accepted for the picnic amenities at Carrie Blake Park. Those amenities, including shelters, gazebos, and grills, are available on a first-come, first-served basis. Under no circumstances will the entire park be closed to accommodate a private group or function.

Booking Dates – “Confirmed”; “Pending”; “Tentative” - Rescheduling

Facility rental staff can provide interested parties with information regarding availability of a facility on a certain date; however, they will not “**Confirm**” any date on the booking calendar until a complete Facility Rental Application has been received and approved by an authorized City official or designee.

Applications that are missing any item required by the City may be posted on the booking calendar as “**Pending**” along with a notation of the needed item, e.g., insurance documentation, signed acknowledgment of facility Guidelines, evidence supporting discounted rates or fee waivers, supplemental licensing or permits, etc. “Pending” applications are subject to *removal from the calendar* if the required item is not received by the City’s deadline for that item.

The City, alone, has discretion to block out dates on the booking calendar as “**Tentative**” prior to actual receipt of an application. This is to allow the City to plan for future events that may be sponsored or supported by the City. “Tentative” reservations must include a description of the event and a contact person to assist facility rental staff when scheduling conflicts arise.

IMPORTANT: IT IS THE APPLICANT’S RESPONSIBILITY TO SUBMIT A TIMELY, COMPLETE APPLICATION. If an Application is still in “Pending” status for any reason 35 calendar days in advance of the proposed booking date, the City may, at its discretion, make **one** attempt via phone or email to inform Applicant that the event is at risk of being removed from the booking calendar in five days, and that Applicant will

receive no further forewarning from the City. **If an Application remains incomplete for any reason 30 calendar days prior to the proposed date, the event will be removed from the booking calendar** at that time and Applicant will be notified of its removal. The City will determine the amount of any refund due based on the specific circumstances and the City's Rates and Fees schedule.

If City action or inaction delays the processing of an otherwise timely and complete Application, that delay will not be counted against the Applicant.

The City in its sole discretion may restore an event to the booking calendar within the final 30 calendar day window if the Application's deficiency is cured and no other event has been Confirmed for that date.

Rescheduling of an event is permitted *one time* without additional charge. Any additional requests to reschedule an event will require payment of a rescheduling fee as set in the City's Rates and Fees schedule.

Decorations, Equipment and Setup

The rental time requested in the Facility Rental Application *must include* sufficient time for setup and takedown of decorations, equipment and seating arrangements, preparation of food, and cleanup of the facility after the event. Renters will *not* be allowed access to the facility other than during the time period specified in the rental agreement.

Applicant must provide the City with a written list of the types of decorations, amplification equipment, and special effects equipment that may be used during the event. The City reserves the right to prohibit the use of certain decorations or equipment, or to adjust deposits to reflect enhanced cleanup costs.

Sound systems must be used in compliance with noise-related laws and regulations.

Potentially flammable items may be prohibited or limited and may require additional permitting and insurance requirements.

Items that may damage the environment or create undue cleaning burdens may be prohibited or limited and may require additional insurance requirements.

If unapproved decorations or equipment are used at the event, the City may deny future requests to rent by that Applicant, withhold damage deposits in whole or in part, or bill Applicant for excess cleaning or repair costs.

The City does not allow under any circumstances or at any facility the following decorations or equipment:

- Confetti, birdseed or glitter
- Rice (other than consumed as food)

- Inflatable structures
- Fireworks
- Stickers (other than name tags), glue, or tape (except painter's)
- Bubble and fog machines

Depending on the facility and the permits obtained by renter, the City *may* allow open flame sources with strict regulation. For example, lighted candles may be allowed if enclosed in a glass container or vase and the flame cannot exceed the height of the container.

Cancellations

By City: The City of Sequim reserves the right to cancel without notice or liability any *Confirmed* event that conflicts with a City program or if the facility becomes unavailable due to maintenance or safety issues. A full cash or credit refund will be issued to the renter if the cancellation of a *Confirmed* event is based solely on a City scheduling conflict. A cash or credit refund will be issued to the renter if the cancellation of a *Confirmed* event is due to an unforeseen maintenance or safety issue.

If the City removes a *Pending* event from the booking calendar due to Applicant's failure to timely complete the Application, the City may retain a percentage of the refundable fees and deposits. See formula below.

By Applicant/Renter: If Applicant cancels a *Confirmed* event or the City is forced to remove a *Pending* event from the booking calendar due to an incomplete Application, the City may, at its discretion, refund fees and deposits based on the following formula:

<u>Timing of Cancellation</u>	<u>Percentage of Refundable Fees and Deposits</u>
More than 60 calendar days prior to Event	100%
30 to 59 calendar days prior to Event	80%
8 to 29 calendar days prior to Event	50%
Fewer than 8 calendar days prior to Event	30%

The City will not bear responsibility for cancellation or interruption of an event due to emergency situations such as power outages or natural disasters. If renter believes an event was caused to be canceled or interrupted due to an act or omission on the part of the City, renter may appeal refund decisions to the City Manager.

Fees and Deposits

All facility rental fees and deposits are set by the City's Rates and Fees Schedule (SMC 3.68), which is adopted by ordinance and frequently amended.

Fees and deposits must be paid in full prior to Confirmation of a Facility Rental Application, and in no circumstances fewer than 30 calendar days prior to the proposed event.

Applicants requesting waiver by the City of any deposit or fee must obtain written approval of the waiver from an authorized official and include the documentation with the initial Application.

Applicants requesting the “resident” rental rate must provide documentation of their residency within city limits, such as a utility bill or other mail.

Damage deposits will be refunded within 14 business days after the event provided all conditions of the Application were met and all rules and policies were followed. If any condition was not met to the satisfaction of City staff, the damage deposit may be forfeited in whole or in part.

If the cost of cleaning or repair of the facility after the event exceeds the amount of the damage deposit, Applicant will be billed for those additional costs.

Janitorial service will be billed according to the current hourly rate paid by the City and the cost of repairs or replacement items will be billed at the full cost incurred.

Disputes over deposits and refunds may be appealed to the City Manager.

Keys and Access

Only named *persons* designated as Applicants in the Facility Rental Application will be provided keys or access codes to the rented facility. Any person not listed on the Application seeking a key or code on Applicant’s behalf must have Applicant’s *written permission*. City staff may ask to see photo identification. Applicant/renter must pick up keys no later than the last business day prior to the event. The City is not responsible for delays or cancellations caused by a renter’s failure to obtain keys or access codes to a facility. If City staff are “called out” to provide access to a facility, an additional charge will be added to the renter’s obligations or deducted from their deposit.

Keys must be returned to the City no later than 24 hours after the event. A dropbox is available outside the Civic Center by the double doors and at the east end of the public parking lot near the public restrooms at 144 N. Sequim Avenue. For Guy Cole Center rentals, a key return box is available inside the facility beside the main entrance doors on the north side of the building and in the kitchen (if rented).

Failure to return keys may result in forfeiture of the deposit and future denials of applications.

Some City facilities require use of alarm codes. The City will provide renter with information on how to properly arm and disarm the alarms.

Insurance Requirements

The City of Sequim will require evidence of General Liability insurance as follows:

- For any event involving the availability or use of alcohol, whether sold or not
- For any event involving the use of a kitchen for preparation of hot food
- For any event involving athletic participation (that is, participants will register for or pay an entrance fee to participate in an athletic activity, including but not limited to biking, running, walking, or engaging in any sport)
- For any event for which the City in its sole discretion determines liability insurance is required

If General Liability insurance is required, Applicant must include a certificate and all endorsements as part of the initial rental application. **No booking date will be Confirmed until proof of insurance has been received in a form acceptable to the City.** The certificate and endorsements must name the “City of Sequim” as an additional insured or provide blanket additional insured coverage. The minimum coverage limit must be \$1,000,000 per incident and \$1,000,000 general aggregate and be primary and non-contributory as respects the City. The insurance policy must be written on a form at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The additional insured endorsement must be issued on a form at least as broad as ISO Additional Insured – Managers or Lessors of Premises Form CG 20 11.

If alcohol is to be available for consumption on the premises, whether sold or not, the Applicant must procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence, with the “City of Sequim” named as an additional insured. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises, with the prior written approval of the City of Sequim.

If the event involves athletic participation, the City has discretion to require that Applicant’s General Liability insurance include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

Applicants may consider applying for a Tenant Users Liability Insurance Policy (TULIP) through the City of Sequim’s risk pool, Washington Cities Insurance Authority (WCIA). Visit the WCIA website at www.wciapool.org/insurances/tulip or call 1-800-507-8414. Alcohol and athletic participation insurance may require a different policy.

City Permit and License Requirements

Some proposed events may present the potential for broader impacts upon the community and require coordination beyond simply reserving a site. These activities

may require a City of Sequim **Special Event** or **Temporary Activity Permit** and are governed by the Sequim Municipal Code (SMC 8.38, SMC 18.68).

It is the responsibility of Applicant to ensure that any City-required permit or license is in place prior to renting a City facility for the event.

If the event involves sale of any item for profit, the City requires that Applicant be licensed to do business within the Sequim city limits, unless Applicant claims an exemption from the payment of any business and occupation license or tax pursuant to SMC 5.04.080.

The Sequim Police Department reserves the right to determine if police presence is required for security, or if traffic control and/or parking attendants are necessary during an event. All security and traffic/parking services will be at Applicant's expense. An event likely to require these services will also likely require a Special Event or Temporary Activity Permit, which will set forth these requirements in greater detail than a Facility Rental Application.

IMPORTANT: Some potentially large or impactful activities are exempt from Special Event or Temporary Activity Permits, such as funeral processions, government meetings in normal places of assembly, conferences or conventions held in facilities designed for that purpose, non-commercial social gatherings of family and friends, and any other activity that is conducted customarily as an incidental element of or inherent to a primary use.

Non-City Permit and License Requirements

The Applicant is responsible for obtaining all permits or licenses from non-City entities that the City has required for a particular facility rental. City staff may assist Applicants with information on where to obtain those permits or licenses, but will not obtain them on any Applicant's behalf. ***City approval of a complete Application assumes that all permits and licenses have been or will be obtained by the Applicant prior to the event.***

Alcohol Use

If any form of alcohol is intended to be provided or consumed at an event, whether sold or not, a permit or license is required and must be on display during the event. Licenses through the Liquor Control Board may take up to 30 days to receive. Information is available online at www.liq.wa.gov/licensing.

Alcohol is strictly **prohibited** in the Sequim Civic Center (152 West Cedar Street).

Alcohol is strictly **prohibited** in all City parks unless availability and consumption occur indoors *or* is provided for in a Special Event or Temporary Activity Permit.

Alcohol available for sale must be served by a licensed bartender or caterer. No unattended, open bars are allowed.

Consumption of alcohol by minors will result in immediate termination of the event.

Alcohol may only be served or consumed within facilities or areas where it is specifically allowed by the City. The City reserves the right to prohibit alcohol in certain facilities and Applicant may not include alcohol at events occurring at those sites.

Applicant expressly assumes legal responsibility for any person's consumption of alcohol, inclusive of all potential consequences thereof.

Alcohol service must end one hour prior to the end of the event.

Tobacco/Marijuana/Vaping Product Use Prohibited

Smoking, or the use of any tobacco, marijuana or vapor product, is prohibited inside all City facilities.

Food-Related Permits, Licenses and Rules

Any food sold at event must be prepared and served under the supervision of a licensed caterer or vendor who possesses a current Health Certificate, Business License, Commercial General Liability Insurance and (if serving alcohol) Liquor Liability Insurance. All food must be prepared in a commercial kitchen, purchased from a store, or delivered from a restaurant. All wait staff must have current food handling permits from the Health Department.

Food being prepared or served on-site by Applicant or a non-professional group, such as scout troops, students, or volunteers, requires a temporary food service permit that must be displayed during the event.

Use of a facility kitchen for preparing hot food may require additional permitting, licenses, and insurance.

Note that the City of Sequim does not provide cookware, dishes or utensils to outside users of its facilities, and the janitorial contract does not cover dishwashing. Unauthorized use by Applicant or Applicant's agents or vendors of any City-owned dishes or utensils may result in forfeiture of Applicant's damage deposit in full or in part. Applicants who rent the Guy Cole Event Center kitchen may be required to fill out an equipment checklist before and after the event to ensure that Applicant's guests, agents or vendors do not remove any City equipment from facility.

Animal-Related Regulations

Animals are prohibited inside any *indoor* City facility unless they are licensed service animals. Events involving animals in *outdoor* City facilities may require additional permitting, licensing, and insurance.

Disruptive Conduct Prohibited

Disruptive conduct is prohibited in all City facilities. Conduct is disruptive if it interferes with the business of City staff or the public, as determined by the City Manager or designee. Persons who are disruptive will be subject to warnings followed by any lawful remedy, including trespass notices, court-ordered restraining orders, or criminal charges. Persons found to have been disruptive in City facilities may be prohibited from renting a City facility in the future.

Denials and Disputes – Appeal Process

Applications that conflict with earlier-received applications will be denied, but Applicant will be given the opportunity to submit alternate dates.

Applications from persons or groups who in the City's sole determination have violated prior agreements or City policies will be denied the opportunity to rent City facilities.

Denial of a Facility Rental Application and other disputes of City decisions regarding or arising from a facility rental may be appealed to the City Manager by submitting a written notice of appeal to the City Clerk at 152 West Cedar Street, Sequim WA 98382. The notice of appeal must contain sufficient information about the controversy for a decision to be made. The City Manager or designee will provide a written decision within 30 calendar days of receipt of the notice of appeal. The City Manager's decision is final.