CITY OF SEQUIM

Parks and Facilities Division, Public Works Department
152 W Cedar St., Sequim, WA 98382
360.683.5062

FACILITY RENTAL & RESERVATION GUIDELINES

Purpose

The purpose of these guidelines is to ensure that the City of Sequim's public facilities[1] are a benefit afforded to Sequim residents and visitors seeking to host a wide range of activities, including special events, meetings, retreats, and training opportunities. The City Council in Resolution R2018-005 adopted the following principles to guide the management and operations of our facilities:

Support our civic purpose
These are activities that facilitate City Council and City departments in carrying out their missions and put the common good and public interest above individual interests. *Examples:* City Council meetings, City board and commission meetings, City department meetings, City-sponsored events, other governmental agency meetings.

Support public dialogues
These are activities that engage the public in discussions about topics and issues affecting them, especially governmental initiatives. This provides the public an opportunity to give input and listen to other views. *Examples:* public meetings, public hearings, workshops, advisory groups, public opinion polling, development project open houses.

Support community programs and activities
These are activities that provide an opportunity for residents to connect to each other and the city they call home, providing a benefit to our local community. *Examples:* neighborhood association meetings, community group meetings, local non-profit meetings.

Support Sequim's vitality, economic growth, and small-town, friendly values
Examples: tourism or chamber-related events or activities, holiday tree-lighting ceremony, cultural activities.

Support our local residents by providing a venue for gatherings such as weddings, birthday parties, and reunions at a reasonable cost to private individuals and groups.

[1]Sequim's facilities are "limited public forums," which means government-owned or -controlled properties or resources that have been designated as sites where the public's speech and expression may be regulated to a greater degree than in a traditional open public forum. Limited public forums include, but may not be limited to, buildings, playfields and courts, flag poles, banner display structures, and social media sites.

List of City Facilities Available to Rent or Reserve

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

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).

RESERVE:
Albert Haller Playfields: Outdoor playfields at Water Reuse Demonstration Park (563 N. Rhodefer.)

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

Guidelines

Reservation Requests for Rental of City Facilities

Persons, groups, or companies interested in renting City facilities can create an account on CivicRec from the City website (https://www.sequimwa.gov/). Once an account has been created, this online system can be used for all facility rental and reservation needs, except for banner display.[2] If there are any issues, please contact the Parks and Facilities Division at (360) 683-5062.

Applicants may also contact the Parks and Facilities Division to:

- learn basic information about required documentation, such as liability insurance certificates and endorsements
- determine if other City permits such as a Special Event Permit may be required
- determine if other non-City permits or licenses may be required
- obtain the Guidelines for Use for a particular facility

IMPORTANT: The Applicant is solely responsible for submitting a timely and complete Facility Rental Request. Rental reservations are subject to cancellation without notice if paperwork or payment do not meet City's requirements or deadlines.

Reservation Rights

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

[2] To apply for space on the City banner structure contact the Legal Department at 360-681-6611 or use the form at https://www.sequimwa.gov/DocumentCenter/View/8748/Banner-Rental-Application?bidId= .

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.

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 consider 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 pertain exclusively to designated facilities and do not encompass adjacent grounds or park areas. If Applicant intends to expand an event beyond the reserved facility to utilize surrounding spaces, a Special Event Permit is necessary.

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.

Reservation Status
Reservation requests are pending until confirmed by the City. Reservations that are missing any items required by the City will not be confirmed until the needed items have been provided to the City, e.g., insurance documentation, signed acknowledgement of Facility Guidelines, evidence supporting discounted rates or fee waivers, supplemental licensing or permits, etc. Pending reservation requests are subject to *removal from the calendar* if the required items are not received by the City's deadline.

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

The City, alone, has discretion to block out dates on the facility rental calendar as "**Closed**" prior to actual receipt of a Facility Rental Request. This is to allow the City to plan for future events that may be sponsored or supported by the City.

Rescheduling an event will require payment of a rescheduling fee as set in the City's Rates and Fees Schedule found in Sequim Municipal Code (SMC) Chapter 3.68.

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.

By Applicant/Renter: If Applicant cancels a *confirmed* event within 7 calendar days of the event, the City may retain 50% of the reservation fee. 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 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, Deposits, and Waivers
Private individuals, organizations, and businesses are charged fees and deposits as set forth in the City's rates and fees schedule adopted and amended by ordinance (SMC 3.68). Fees and deposits must be paid in full within 7 calendar days of confirmation of a facility rental request.

The City may waive fees or deposits when the facility use is for an event sponsored or co-sponsored by the City, or that supports City business and operations or adopted policy positions. A "City-sponsored event" is 1) where the host is under contract with the City to perform certain services and needs a venue to perform such services, *or* 2) where the City funds an event on a one-time or unique basis. Applicants requesting a waiver by the City of any deposit or fee must obtain written approval of the waiver from the City Manager and must provide that documentation to the Parks and Facilities Specialist before the reservation will be approved.

The City may waive fees or deposits for facility use by other governmental agencies operating within the State of Washington.

The City may establish separate fee schedules based on status of renter, such as in-city and out-of-city, for-profit or nonprofit. The City may request proof of residency or nonprofit status before granting a reduced rate. The City will determine the appropriate fee from the fee schedule based on the status of the renter and nature of the event.

Janitorial service will be billed according to the current hourly rate listed in SMC 3.68 and the cost of repairs or replacement items will be billed at the full cost incurred.

Damage deposits will be refunded within 14 business days after the event if all conditions of the reservation 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. The City in its sole discretion determines whether a fee or deposit will be returned to the renter in full or in part. Disputes over deposits and refunds may be appealed to the City Manager.

Additional City Permits and Licenses May be Required
Some planned activities may require licenses or permits that are in addition to the Facility Rental Request if they are expected to have broader impacts upon the community or require coordination with Public Works or Police Department personnel. Such activities may require a **Special Event Permit** in addition to an approved Facility Rental Request. Special Events are governed by SMC Chapter 8.38.

It is the responsibility of Applicant to ensure that any City-required permit or license is in place before 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 under 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 control or parking services will be at Applicant's expense. An event likely to require these services will also likely require a Special Event Permit, which will set forth these requirements in greater detail than a Facility Rental Request.

Non-City Permit and License Requirements
The Applicant is also 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.***

Food-Related Permits, Licenses, and Rules
Any food sold at an event that is open to the general public 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 sold 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 that will be sold at an event that is open to the general public and is 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.

If food is being served but not sold at a private event, no food handler or food service permit is required, and the food may be brought in from any source.

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

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, events where participants exchange money in any form 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 submit a certificate *and all endorsements* no later than 10 days before the event. 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. A description of the event and its dates must be included on the face of the certificate.

If alcohol will 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 athletic participant coverage with limits of not less than $1,000,000 per occurrence.

Applicants may consider applying for an event insurance policy through the City of Sequim's risk pool, Washington Cities Insurance Authority (WCIA). Visit the WCIA website at https://gatherguard.com or call 844-747-62408414. Alcohol and athletic participant coverage may require a different policy.

Decorations, Equipment, and Setup

Setup and takedown of decorations, equipment, and seating arrangements, preparation of food, and cleanup of the facility after the event must be accomplished within the time-period of the reservation. Renters are only guaranteed access to the facility during the time-period reserved.

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 submitted 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 if the flame cannot exceed the height of the container.

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.

Alcohol, Tobacco, and Cannabis Use
If alcohol is intended to be consumed or sold, a permit or license is required and must be on display during the event. Alcohol is strictly ***prohibited*** in the Civic Center and in all City parks unless a Special Event Permit has been obtained that allows alcohol at the event.

The smoking or vaping of tobacco, cannabis, or other substances is prohibited in or at City facilities and on surrounding City property.

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 Online Banquet Permit | Washington State Liquor and Cannabis Board.

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.

- 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 Permit.

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

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

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.

Reservations and Cancellations

In the interest of maximizing use and equal availability of its public facilities while minimizing impact on other City operations, the City has adopted mechanisms for timely cancellation and refund of fees and deposits.

The City is not responsible for any third-party claims for damages due to interruption or cancellation of a facility reservation for any reason, including scheduling conflicts, emergencies, power outages, or natural disasters.

The City reserves the right to cancel a facility reservation without notice or liability, but in such circumstances will timely refund the applicant's fees and deposits in full or in part, at the City's discretion.

Keys and Access

Only the person named on the Facility Rental Request will be provided keys or access codes to the rented facility. Any person seeking a key or code on a requester's behalf must have *written permission from the requester*. City staff may ask to see photo identification. Renters must pick up keys no earlier than the last business day prior to the event unless approved by City staff. 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, a minimum two hours of public works crew time 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. 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. For James Center Bandshell rentals, a key return box is available outside the facility to the east side of the double doors.

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

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

Use of City Facilities for Posting Information
Literature, notices, promotions, or other information placed in City facility lobbies or on City-controlled or -maintained bulletin boards or kiosks are limited to informational flyers from the City of Sequim or other governmental agencies, or from entities or individuals contracting with the City of Sequim for a specific program or event. An approved Facility Rental Request does not constitute a "contract" under this subsection.

This subsection does not apply to the "Neighborhood Kiosks" the City provides for the public to display information in several areas within city limits. Use of the Neighborhood Kiosks does not require permission from the City. Location of the kiosks can be found on the City website https://www.sequimwa.gov/DocumentCenter/View/11763/Kiosk-Flyer?bidId=

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.

Political Activity
State law RCW 42.17A.555 generally prohibits use of a public facility to support or oppose any ballot measure or political candidate.. In addition, pursuant to the City's own guidelines a public facility may only be used as a *neutral forum* by community groups or campaigns to discuss issues and express views on an equal access, nondiscriminatory basis. The City retains sole discretion as to whether a proposed facility use is allowed under our guidelines. See https://www.sequimwa.gov/DocumentCenter/View/20513/Political-Use-of-City-Facilities.

No signs or political activity supporting or opposing a candidate or ballot measure may be posted on City facilities. "City facilities" include without limitation, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. Please refer to the Washington State Public Disclosure Guidelines for Local Government for more information. Guidelines for Local Government Agencies in Election Campaigns (Public Disclosure Law Re: Use of Public Facilities in Campaigns) | www.pdc.wa.gov

Denials and Disputes – Appeal Process
Reservation or rental requests 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 or reserve City facilities.

Denial of a Facility Rental Request and other disputes of City decisions regarding or arising from a facility rental or reservation 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.

SUBJECT: Facility Rental and Reservation Guidelines (DAN GS50-01-01)	
Effective Date: 10/11/2023	Approved by: Matthew B. Huish, City Manager Public Works Department Review and Approval: Legal Department Review and Approval: