



Facility Rental and Use Policy

Purpose and Guiding Principles

The purpose of this policy is to ensure that the City of Sequim’s public facilities 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 adopts the following guiding principles in 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 dialogue

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.

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](#)).

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.

The City may waive fees or deposits for facility use by other governmental or non-profit agencies operating within Clallam County.

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 demand proof of residency or nonprofit status prior to granting a reduced rate.

The City in its sole discretion determines whether a fee or deposit will be returned to the renter in full or in part.

Collaborative Venue

The City-owned facility at 226 N. Sequim Avenue may be available as a collaborative venue for community activities supporting the City of Sequim's adopted policies and operations. Use of this facility is negotiated via contract with the City.

Additional Permits and Licenses May be Required

Some events may require licenses or permits in addition to the facility rental agreement if they are expected to have broader impacts upon the community or require coordination with Public Works or Police Department personnel.

Special Event or Temporary Activity Permits

A Special Event Permit or Temporary Activity Permit may be required, depending on the nature of the event.

Alcohol and Tobacco Use

If liquor 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 or Temporary Activity Permit has been obtained that allows alcohol at the event.

The use of tobacco, marijuana or vapor products of any kind is prohibited inside City facilities.

Reservations and Cancellations

The City will adopt procedures that further its purpose of maximum use and equal availability of its public facilities while minimizing impact on other City operations. The procedures will include mechanisms for timely cancellation and refund of fees and deposits.

The City is not responsible for interruption or cancellation of an event for any reason, including scheduling conflicts, emergencies, power outages, or natural disasters.

The City reserves the right to cancel an event 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.

Liability Insurance

The City may impose requirements for liability insurance that depend on the facility or the nature of the event. Written proof of liability insurance in a form acceptable to the City Attorney is required according to current adopted "Facility Rental Procedures and Rules."

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. A facility rental agreement 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 (www.sequimwa.gov).

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.