



Facility Reservation Policy and Rental Information

Guiding Principles

Having the use of public facilities is a benefit that is afforded to Sequim residents and visitors of Sequim who are looking to host a wide range of activities, meetings, retreats and training opportunities. The City desires to achieve the highest occupancy rate in its public facilities while ensuring equal availability to all parties. The City of Sequim adopts the following guiding principles in the management decision and operations related to our City 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 citizens in discussions about topics and issues affecting them, especially governmental initiatives. This provides citizens an opportunity to give input, 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 citizens 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, tourism-related events or activities.

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

Facilities Use Policy

There is no charge for city sponsored or co-sponsored events which support City business and operations, **or the City of Sequim adopted policy positions**, providing the

event is attended by at least one City Staff or Council Member. The Staff or Council member sponsoring the event is responsible for the scheduling and the operational needs of the facility during the event.

There is no rental charge or deposit required for government or non-profit agencies operating within Clallam County. Private individuals and organizations are required to pay both damage deposit and rental fee. Commercial activities pay a separate, fair market value rate.

A non-refundable cleaning fee is required for all rentals, based on the current rate and fee schedule.

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

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

Some events may require a Temporary Activity Permit. See SMC 18.68

Scheduling your event

Reservations

Reservations are accepted for dates not reserved for City use, on a first come, first-served basis as follows:

1. Renters may book up to 12 months in advance.
2. Recurring events may be scheduled, however, high use time periods are not available for recurring events.
3. Deposits for recurring events may be sustained in City funds for the duration of the recurring events in lieu of refunding the deposit with each event.
4. Rescheduling is permitted one time without additional charge. Any additional requests to reschedule will require a \$10 administrative fee.

Facility tours are available by appointment. Please contact City Administration at (360)683-4908 to schedule a tour.

Rental times *must include* your set-up, decoration, take-down and clean-up time. The facility must be left clean and promptly vacated at the ending time of your rental. A facility rental includes the specific facility only. It does not include the grounds or park areas outside the facility. Use of some equipment requires an additional fee.

All decorations that temporarily or permanently alter park buildings, shelters, or parks must be approved in advance.

A facility rental will not be granted if an applicant has mistreated a facility or violated facility use policies during a prior event.

Cancellations

In the event of an emergency such as power outage, natural disasters, etc., the City will not be held responsible for interruption of an event. The City reserves the right to cancel a rental without notice or liability. Refunds will be made if a cancellation by the City is necessary.

By City: The City of Sequim reserves the right to cancel any reservation conflicting with a City program or if the facility becomes unavailable due to unforeseen maintenance or safety issues. A full cash or credit refund will be issued.

By Renter: A full refund, less a \$15 processing fee, will be issued if the reservation is cancelled seven (7) or more days prior to the reservation date. If a reservation is cancelled less than seven (7) days prior to the reservation date, a partial refund will be issued in the amount of \$50 or 50% of the fees already collected, whichever is less.

Fees, Deposit and Refunds

Fees

All fees must be paid at the time of application. To receive the “resident” rate, please provide a copy of your utility bill or other document showing proof of residency.

Damage Deposit

Damage deposits are 100% refundable and will be refunded within 14 days of the event provided the following conditions are met:

1. The space was left in a clean and orderly condition.
2. The space was left in its standard configuration (unless a special configuration was set up by City of Sequim staff).
3. Use of the facility did not exceed the scheduled time.
4. Additional City staff time was not required as a result of your use of the facility.
5. All furniture/equipment was accounted for and undamaged.
6. All rules and procedures governing alcohol consumption were met.
7. All rules and procedures governing smoking were met.
8. All rules and procedures governing City of Sequim facility use were met.
9. Keys were returned within 24 hours.

If the above conditions were not met to the satisfaction of City staff, the damage deposit may be forfeited. If the cost of cleaning and/or repair of the facility exceeds the amount of the damage deposit, you will be billed for those additional costs. Custodial service will be billed according to current hourly rate paid by the City and repairs and/or replacement will be billed at the full cost incurred.

Keys

If keys are required to use the facility, keys must be picked up the last business day prior to the event. Failure to obtain keys may result in a minimum charge of \$100 for employee wages for a “call-out.” Applicants/renters must return the keys to the City of Sequim within 24 hours following their event. A drop box is available at the east end of the public parking lot near the public restrooms at 144 N. Sequim Ave. For Guy Cole rentals, a key return box located inside the facility beside the main entrance doors on the north side of the building is available. Failure to return keys may result in forfeiture of the deposit.

Insurance Requirements

Liability Insurance

The City of Sequim will require evidence of liability insurance for events involving the use of alcohol and/or the kitchen. Additional insurance may also be required for other events if the City determines additional insurance to be necessary. The insurance must name the City as additional insured in the amount of \$1,000,000.

Permit Requirements

Alcohol and Tobacco Use

If liquor is intended to be provided, a permit or license may be required and must be on display during the event. Information regarding alcohol service can be obtained from the Liquor Control Board. The license may take up to 30 days. Information is available online at www.liq.wa.gov/licensing. Alcohol is strictly **prohibited** in the Civic Center, and 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.

Temporary Activities

Some facility rentals may have broader impacts to the community and require coordination beyond just reserving space. These activities require a Temporary Activity Permit and are governed by SMC 18.68.010 and SMC 20.01.080. Activities that are exempt from these Chapters include funeral procession, government meeting in normal places of assembly, conference/convention 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.

Additional Requirements

Carrie Blake Park amenities

- Groups with rental confirmations have the right to enjoy their picnic site for the time indicated on their confirmation and reservation sign. Be sure to have a copy of your rental confirmation with you at the park to avoid scheduling conflicts.

- Individuals or groups without a confirmation must relinquish the area when proof of a valid confirmation is presented.
- Should a conflict persist during regular work hours of Monday-Friday 7:30am to 4:00pm, excluding holidays, please call 360-683-4908 for assistance. For assistance at other times, please call 360-912-7059.
- Your approved reservation allows you exclusive use of the specific site or designated area of the park only as shown on your confirmation. All other areas of the park are open to all users. The entire park will not be closed to a private group or function under any circumstance.

Access to, Conduct in, and Use of City Facilities

Posting literature in Lobbies and on Bulletin Boards or Kiosks

Literature placed in City facility lobbies or on City bulletin boards or kiosks, including kiosks in City parks, shall be limited to informational flyers from the City of Sequim or other governmental entities, or from entities or individuals contracting with the City of Sequim for a specific program or event.

Disruptive Conduct Prohibited

Disruptive conduct is prohibited in all City facilities. For purposes of this policy, conduct is disruptive if it interferes with the City business of staff or other members of the public, as determined by the City Manager or designee. Persons who are disruptive shall be given a warning and if disruptive conduct is continued or repeated, they shall be given a trespass notice from the Sequim Police prohibiting them from entering the affected premises for thirty days under penalty of criminal sanctions. Disruptive behavior that threatens personal harm or property damage shall, in addition to access restrictions, be reviewed by the City Attorney for a possible restraining order.