

FACILITY RENTAL GUIDE

INTRODUCTION

Thank you for considering PenMet Parks for your meeting or event. This guide is designed to help you reserve the space that meets your needs and explains some of the expectations regarding that use.

Section 1. HOW TO MAKE A RESERVATION

1.1 **Reservation Process**

There are multiple ways to make a rental reservation:

- Online - www.PenMetParks.org/facilities
- Telephone - 253-313-5090
- In Person - Call ahead, schedule a visit to the facility
- Email - Akrug@penmetparks.org

To obtain a rental application, please visit www.PenMetParks.org/facilities or stop by the Administration Building. Indoor facilities may be reserved up to 12 months in advance. Please reserve a minimum of 30 days in advance to ensure staffing is available.

Renters must be at least 21 years of age or older and must remain present throughout the entire rental period. The person signing the reservation form is the responsible party in the event of any damage, theft, or disturbance. Minors must have adequate adult supervision. Only those rooms specified in the rental agreement will be available for your use on the day of your event. When scheduling, consider the time needed for any deliveries, to set up or decorate, and for clean-up to ensure your start and end times for your rental are appropriate. Overtime charges for staff and facility use are billed at twice the regular hourly rate.

1.2 **Payment Methods**

Walk-in reservation payments may be made by cash, check (personal, cashier, or money order), credit card, or debit card. *Personal checks will not be accepted within 14 days of your event.*

When making a reservation application via e-mail or by phone, the reservation will not be approved until full payment is received. If using the U.S. Mail, *please do not send cash.*

1.3 Application, Confirmation & Payment Process

Application Form: Complete the Facility Use Application online at penmetparks.org/facilities.

Once the application has been received, a staff member will make contact to discuss facility availability and details. Upon approval, the applicant will receive a confirmation notice. *If possible, a confirmation may be given at the time the application is submitted.*

Once an application has been approved, fifty percent of the rental balance is due to hold the reservation. The remaining balance is due one month prior to the rental date. If the reservation time is within 30 days of the event date, the entire balance must be paid in full at that time.

1.4 Cancellation & Rescheduling Process

All cancellations and/or rescheduling requests must be made in writing.

Rescheduling: To reschedule an event, please contact the Facility Rental Coordinator at least 15 days prior to your scheduled event to discuss options.

Canceling: To receive a full refund, notice must be received a minimum of 30 days prior to the event. A 50% refund will be allowed if a cancellation notice is received 14-29 days prior to the event. No refunds will be made with less than 14 days notice.

Inclement Weather or Unforeseen Circumstances: PenMet Parks shall make every effort to open a facility when a rental is scheduled, however, if severe inclement weather, acts of nature (ice storm, snowstorm, damage caused by weather), or other unforeseen circumstances prohibits the opening of a facility, the renter will be notified as soon as possible. The renter will be provided the opportunity to reschedule to another available date or have the rental fees refunded in full.

Section 2. RENTAL PLANNING INFORMATION

The following sections will assist in planning a great meeting or event experience in just the right location based on group size and other needs. In some cases, the size of the group and the type of activities planned will be determined by the fee chart in Appendix A. It may also mean that some facilities do not have the capacity or amenities to accommodate the type of event.

2.1 Rental Hours

The facility may be rented on an hourly basis. Each rental provides 30

minutes of setup time and 30 minutes of cleanup time at no additional charge. If more time is needed for setup and cleanup, please include this in the rental request. All rentals must end at 9:00 PM and have all cleanup done by 10:00 PM. If the rental goes beyond the designated time for any reason, the applicant will be charged additional fees at the standard hourly rate.

2.2 Damage Deposit

Half of the rental cost will be held as a damage deposit. If all Renter's responsibilities have been met, this deposit will be refunded following the reservation on the next billing cycle, which may take up to two weeks.

2.3 Facility Supervisor

A staff person will be assigned to the rental. This PenMet Parks' employee is responsible for conducting a pre and post event walk-through with the applicant and answering questions regarding the facility. The facility supervisor has full authority to close the facility if conduct during the rental is inappropriate.

Section 3. PENMET PARKS GUIDELINES FOR USE

3.1 Renter Responsibilities

- Each individual in the Renter's group must obey all applicable PenMet Parks, city, state and federal rules, ordinances, laws and regulations. Failure to do so may result in termination of the rental and all parties being asked to leave the premises and/or be subject to legal action.
- Renter must provide general supervision and control over all activities to prevent injury or damage to the persons and property, including the facility.
- Renter is responsible for all setup and cleanup of tables, chairs, and decorations, and kitchen areas if used. This includes wiping down tables, countertops, sinks, and the removal of all decorations.
- PenMet Staff is responsible for the reasonable removal of trash, sweeping and mopping the floors, and cleaning the restrooms. Excessive trash and/or cleaning will be charged to the Renter.
- Failure to comply with these regulations will result in additional charges at the standard hourly rate.

- Renter accepts the premises “as is” on the day of the event, and not as it may have appeared when the application was made. Seasons change and ongoing maintenance is performed which may directly affect the environment and aesthetics of the park/gardens/facilities.

3.2 Room Capacity

For the enjoyment and safety of everyone, each facility has a designated room capacity. The capacity determines the maximum number of guests allowed either seated or standing. By fire code, this listed capacity cannot be exceeded at any time and will be enforced by the facility supervisor.

3.3 Decorations

- Decorations give that special look to an event or meeting. Please use putty, painter’s/scotch tape, or string only. The use of screws, nails, thumbtacks, or staples is PROHIBITED on any surface.
- Lighted candles are allowed; however, all must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container.
- **Please refrain from using glitter, confetti, birdseed, dry ice, rice, dance wax during your ceremony or event. The use of any of these materials will result in a forfeiture of the rental deposit.**
- Machines that create smoke, mist, or bubbles are not allowed inside the facility.

3.4 Room Setup

- Tables and chairs may be arranged to the renter’s liking within reason. All tables and chairs must be returned to the racks after the rental is complete.

3.5 Catering Kitchen Items

- Please be aware that cooking, eating & serving utensils, food containers, dish towels, potholders, dish soap, etc. are not provided.

3.6 Alcohol

- **PenMet Parks reserves the right to deny any group permission to serve or have alcohol on the premises. Service of alcohol must cease thirty minutes prior to the end of the event.**
- If the service and/or sales of alcohol will be present at the event, the following permits are required and copies of these permits must be submitted a minimum of five (5) business days prior to your event:
 - Washington State Liquor Control Board - Banquet Permit or Special Occasion License
 - Alcohol Server's Class 12 Mixologist Permit
- Alcohol service is limited to beer, wine, and champagne packaged in bottles or cans. Hard liquor and beer kegs are not allowed. Alcohol must be served in the area designated by PenMet Parks staff.
- A permitted alcohol server, at least 21 years of age, is required for all events involving alcohol. Renters are responsible for hiring the permitted alcohol server for the event, submitting a copy of the valid alcohol server's Class 12 Mixologist Permit issued by the Washington State Liquor Control Board to the facility staff a minimum of five (5) business days prior to the event, and ensuring that the permit is available to the staff on-site the day of your event. All alcohol is to be served by the permitted alcohol server only. NO self-serve of any type is allowed during a private rental. Personal use of privately provided alcohol, including flasks, is not allowed.
- A Washington State Liquor Control Board Banquet Permit is required for all events serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. Renters must submit copies of the permits to the Facility Coordinator a minimum of five (5) business days prior to the event.
- The Renter is responsible for the conduct and behavior of all guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of thirty minutes prior to the designated end time of the event as specified on the Rental Confirmation.

- The Facility Coordinator will determine the appropriate staffing level required for the event. If additional staff is necessary, an additional Rental Monitor Fee will be added to your rental charges.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shutdown of the event, forfeiture of the damage deposit, and/or additional fees and penalties.
- Alcoholic beverages of any kind are not allowed in any open park space, including picnic shelters and fields.

3.7 Smoking

No person may smoke in a public place or in any place of employment. Smoking is not allowed on any PenMet Parks properties under RCW [70.160.030](#)

3.8 Music and DJ's

- If a DJ or band is present, they must have their equipment packed and removed from the building at the conclusion of the rental time. If they remain after the time has expired, charges for the additional time may be deducted from the deposit. Machines that create smoke, mist, or bubbles are not allowed inside the facility. **ALL AMPLIFIED MUSIC MUST COMPLY WITH COUNTY NOISE ORDINANCE UNDER 60 dBA.** PenMet Parks reserves the right to tell the Renter to turn down the music or completely turn it off due to noise violations.

3.9 Tents and Canopies

- Tents or canopies measuring up to 10x10 are allowed in designated areas. If canopies or tents are desired, they must be weighted down with ten pounds at each post and not staked. Digging and/or driving stakes into the ground is prohibited.

3.10 Signs and Balloons

- Signs may be posted on sandwich board-type structures only within the PenMet Parks facilities.

- Balloons may be used as a marker and may be tied with string to a fixed object; however, they cannot obstruct the view of any road sign.
- Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles, or road signs, and/or stakes driven into the ground, and/or the painting of any pavement or hard surface.
- All signage and balloons must be removed at the end of the event by the Renter to avoid additional fees. Balloons left behind, specifically on the ceiling of the facility may be subject to additional charges or taken out of the damage deposit.

3.11 Animals in Public Buildings

- Only service animals are permitted inside PenMet Park facilities. Exceptions may be made with prior approval.

3.12 Sale of Food, Beverages, Merchandise and/or Admission

The sale of alcohol requires a Special Occasion License issued by the Washington State Liquor Control Board and must comply with all PenMet Parks, city, state, and federal rules and policies. The Liquor Control Board currently requires that a Special Occasion License application must be filed at least 30 days prior to the event.

- All organizations issued a special use permit for commercial use will pay a minimum rental fee of 1 ½ times the published standard rate in Appendix A. Additional fees may be assessed based on what is being sold and the volume of gross sales. These additional fees will be determined on an individual basis.
- A business/association/organization must submit, along with their rental application, a photocopy of their local Business License and Tax ID Number. Staff will review and respond to all requests within 5 working days of receiving the required paperwork.

