

CITY OF SULTAN

319 Main Street #200; P.O. Box 1199

Sultan, WA 98294

Office 360.793.2231 • Fax 360.793.3344

APPLICATION FOR ONE TIME USE OF CITY FACILITIES

Applicant or Organization: _____

Date of Application: _____

Name of Person in Charge: _____

Mailing Address: _____

Phone Number: _____ **Cell Number:** _____

Email Address: _____

FACILITIES REQUESTED (CHECK APPROPRIATE BOX)

Community Hall Meeting Room w/Kitchenette (aka Council Chambers)
 Projector Required Yes No Special Set Up Required Yes No (please specify on line below)
 Reese Park Shelter w/Ball Field Reese Park Shelter Only (by river)
 Osprey Park Shelter w/Ball Field Osprey Park Shelter Only
 River Park Pavilion
 Power Required Yes No
 Other (Please describe): _____

Date Requested: _____ **Hours From:** _____ **To:** _____

What is the nature or purpose of your meeting/event? _____

_____ **Are you a Non-Profit** _____

Number of People: _____

PAYMENT OF FEES shall be determined by the latest established resolution

I have read and fully understand the requirement of the City of Sultan facilities use policy and hereby agree to all sections of said policy. Further, I hereby hold the City harmless from liability for any action arising from use of the City facilities.

Applicant Name _____ **Date**

FOR CITY USE

Basic Fee: _____ **Deposit:** _____ **Key Deposit:** _____ **Other:** _____

Application Accepted By: _____ **Date:** _____

Total Paid: _____ **TR#** _____ **Date:** _____

Inspected By: _____ **Date:** _____

Deposit Refund (Date): _____ **Warrant #:** _____ **Date:** _____

CITY OF SULTAN

319 Main Street #200; P.O. Box 1199
Sultan, WA 98294
Office 360.793.2231 • Fax 360.793.3344

FACILITY RULES AND REGULATIONS

Parks and recreation and Community Center facilities are available to all citizens of the community. Groups planning programs of community interest will be allowed usage if time or space is available. Recreation programs are encouraged since leisure services are the primary product of the department.

City Council and City Sponsored meetings have priority at the Community Center.

USERS GROUPS ACCEPT RESPONSIBILITY FOR:

- Picking up room or park restroom key at City Hall, 8:00 am to 5:00 pm, Mon – Fri, prior to event.
- Any injuries to persons or property that is a result of their actions or usage of City-owned facilities and agrees to reimburse the City for any damages and/or costs incurred to City property resulting from this usage.
- Keys need to be returned immediately after the meeting. If after business hours, please put key in drop box located in cabinet in community room.
- Leaving the room in the same arrangement (chairs and tables) as set up. Council tables may **not** be moved.
- Cleaning all tabletops and making sure they are free of any trash or spills.
- Leaving the kitchen clean with all counter tops wiped down and all trash removed to the dumpster.
- Leaving the microwave, dishwasher and refrigerator clean, if used.
- Make sure all the lights are off and the doors, including all exterior doors are locked when you leave.
- Removing all things brought into/onto facilities from renters by the end of rental time, including food, materials, equipment, furnishings, and decorations or garbage left after use of facilities, leaving the facility in the same condition that they found it.

If the above items are not met, the applicant will lose the \$100.00 deposit to offset the janitorial costs to clean the room.

ADDITIONAL INFORMATION:

1. The heat and air conditioning are pre-set and cannot be adjusted.
2. No use of sound system, easels, overhead projector or other equipment without prior authorization.
3. Microphones are to be moved or removed by city staff only.
4. All maps, calendars and exhibits shall not be removed from the walls.
5. Nothing to be attached to the walls during use of the room.
6. Alcoholic beverages, smoking or use of illegal drugs is not permitted on City of Sultan premises.
7. All minors on the premises must have adequate adult supervision.
8. The group in charge must be the last to leave.
9. Rental time must include time required for set-up and clean-up.
10. The misuse of a facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.
11. Checks for facility usage should be made out to: *City of Sultan*.
12. The City of Sultan cannot be responsible for accident, injury or loss of property.

I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE REQUIREMENTS OF THE CITY OF SULTAN FACILITY RULES AND REGULATIONS.

Applicants Signature

Date