

**UNION GAP, WA PARKS DEPARTMENT
AHTANUM YOUTH ACTIVITIES PARK
BUILDING RENTAL FORM**

DATE OF EVENT _____ TIME OF EVENT _____ AM / PM TO _____ AM / PM

GROUP NAME/EVENT _____ OPEN TO THE PUBLIC: YES NO
(Insurance Required if Open to the Public)

NAME OF PERSON IN CHARGE: _____ PHONES: (HOME) _____

ADDRESS _____ ZIP _____ (WORK) _____

TYPE OF ACTIVITY PLANNED _____ (CELL) _____

TOTAL NUMBER OF PEOPLE EXPECTED: _____ BREAKDOWN: ADULTS: _____ YOUTH (UNDER 21): _____

ALCOHOL: NO YES IF YES, DATE OF BIRTH _____ / _____ / _____ BANQUET PERMIT FILE NO. _____
(Insurance Required with Banquet Permit)

FUND RAISER: YES NO IF YES, COMPLETE FUND-RAISER FORM AND ATTACH

ADDITIONAL CONDITIONS OR INFORMATION: _____

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| <p align="center">Day of Event Setup Time(s):</p> <p>_____ AM / PM</p> <p>_____ AM / PM</p> <p align="center">Day of Event Contact Person:</p> <p>Name: _____</p> <p>Phone Number: _____</p> |
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SECURITY: WHAT METHOD OF SECURITY WILL BE REQUIRED:
ADULT _____ UNIFORMED POLICE (SEE BELOW) _____

Uniformed police security will be required for any building rental that involves alcohol and ends later than 10:00 PM, or any youth-oriented building rental at which the adults will be consuming alcohol (must end by 10:00 PM) or any non-alcohol youth-oriented building rental that ends later than 10:00 PM. For any event that requires uniformed police security, the following must be provided:

One Off-Duty Union Gap Police Officer From _____ to _____ AND

One Off-Duty Union Gap Police Officer From _____ to _____
(Or Until The Park Is Vacated, Whichever Occurs Later)

Proof of security must be turned in to the City of Union Gap when final payment is due. SECURITY HANDOUT PROVIDED: YES _____ N/A

BUILDING REQUESTED:

ACTIVITIES BUILDING (Capacity 300) _____ See Policy #4
On Reverse Side

YOUTH BARN (Capacity 225) _____

(FULL BUILDING RENTAL FEE INCLUDES RENTAL FOR 2 HOURS PLUS ONE HOUR FOR CLEANUP IMMEDIATELY FOLLOWING RENTAL)

THE CITY OF UNION GAP RESERVES THE RIGHT TO DENY ANY REQUEST FOR USE OF ITS FACILITIES

RENTAL FEES PAYABLE TO:

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|--|
| City of Union Gap PO Box 3008 Union Gap, WA. 98903 (509) 248-0434 |
|--|



CHARGES:

| | |
|--|----------|
| FULL BUILDING (TWO HOURS-INCLUDES KITCHEN) | \$ _____ |
| MID-WEEK RENTAL (THREE HOURS-INCLUDES KITCHEN) | \$ _____ |
| EXTRA HOURS (#) _____ BEFORE 10 PM @ \$ _____ EACH | \$ _____ |
| EXTRA HOURS(#) _____ AFTER 10 PM @ \$ _____ EACH | \$ _____ |
| BP APPROVAL PROCESSING FEE | \$ _____ |
| OTHER | \$ _____ |
| SUB TOTAL | \$ _____ |
| YOUTH GROUP OR OTHER DISCOUNT | \$ _____ |
| Total | \$ _____ |

AGREEMENT

THE UNDERSIGNED HEREBY MAKES APPLICATION TO THE CITY OF UNION GAP PARKS DEPARTMENT FOR USE OF PARK FACILITIES DESCRIBED ABOVE AND CERTIFIES THAT THE INFORMATION GIVEN IN THE APPLICATION IS CORRECT. THE UNDERSIGNED AGREES TO EXERCISE THE UTMOST CARE IN THE USE OF PARK DEPARTMENT PREMISES AND PROPERTY AND TO HOLD THE CITY OF UNION GAP HARMLESS FOR ALL LIABILITIES RESULTING FROM USE OF SAID FACILITIES. THE APPLICANT FURTHER AGREES TO ADHERE TO ALL POLICIES AND REGULATIONS OF THE DEPARTMENT AS STATED ON THE REVERSE SIDE HEREOF.

THIS FORM, WHEN FILLED OUT AND SIGNED BY THE APPLYING GROUP'S AUTHORIZED REPRESENTATIVE, WILL BE THE FORMAL REQUEST FOR USE OF FACILITIES. THE SIGNATURE OF THE PARKS DEPARTMENT DIRECTOR OR HIS REPRESENTATIVE HEREON WILL INDICATE THE DEPARTMENT'S APPROVAL OF REQUEST.

SIGNATURE OF AUTHORIZED GROUP REPRESENTATIVE: _____ DATE _____ / _____ / _____

SIGNATURE OF CITY OF UNION GAP MAYOR: _____ DATE _____ / _____ / _____

SIGNATURE OF PARKS DEPARTMENT DIRECTOR OR DESIGNEE: _____ DATE _____ / _____ / _____

| | |
|---|-------------------------|
| FOR OFFICE USE ONLY: | REQUEST TAKEN BY: _____ |
| AMOUNT ACCOMPANYING REQUEST \$ _____ RECEIPT NUMBER _____ PAYMENT DATE _____ BALANCE REMAINING \$ _____ | |
| ADDITIONAL PAYMENTS: AMOUNT \$ _____ RECEIPT NUMBER _____ PAYMENT DATE _____ BALANCE REMAINING \$ _____ | |
| AMOUNT \$ _____ RECEIPT NUMBER _____ PAYMENT DATE _____ BALANCE REMAINING \$ _____ | |

THE BALANCE AMOUNT AND PROOF OF SECURITY, IF APPLICABLE, ARE DUE NO LATER THAN _____ / _____ / _____

DEPOSIT IS NON-REFUNDABLE AND NON-TRANSFERABLE

**UNION GAP, WA PARKS DEPARTMENT
AHTANUM YOUTH ACTIVITIES PARK
BUILDING USE POLICIES**

1. THE SIGNATURE OF THE AUTHORIZED REPRESENTATIVE INDICATES THAT ALL POLICIES AND REGULATIONS FOR RENTAL AND USE OF FACILITIES HAVE BEEN READ, ARE COMPLETELY UNDERSTOOD AND AGREED TO.
2. THE PERSON SIGNING THE BUILDING RENTAL FORM PERSONALLY AND ON BEHALF OF THE GROUP ACCEPTS ANY AND ALL RESPONSIBILITY OR LIABILITY FOR (1) CARE AND USE OF THE CITY OF UNION GAP FACILITIES USED BY THE GROUP; (2) THE CONDUCT OF THE EVENT AND (3) THE CONDUCT OF THE PARTICIPANTS AND SPECTATORS OF THE EVENT AT THE FACILITY. IF DAMAGES OCCUR, RENTER WILL BE BILLED FOR REPAIR COSTS.
3. WHEN THE EVENT IS OVER, THE FACILITIES MUST BE LEFT IN A CLEAN, ORDERLY CONDITION. TABLES AND CHAIRS MUST BE PUT BACK AS THEY WERE UPON ARRIVAL. TRASH NEEDS TO BE PICKED UP AND PLACED IN THE OUTSIDE BIN, ALL DECORATIONS AND EQUIPMENT MUST BE REMOVED, LARGE SPILLS CLEANED UP AND THE FLOORS SWEEPED. IF EXCESSIVE CLEANUP IS REQUIRED BY OUR STAFF, AN EXTRA CLEANING FEE MAY BE BILLED TO THE PERSON WHO SIGNED THE BUILDING RENTAL FORM. DECORATIONS AND EQUIPMENT MAY NOT BE LEFT IN THE BUILDING FOLLOWING THE EVENT.
4. TO MAINTAIN ACCESSIBILITY STANDARDS ON THE UPPER LEVEL OF THE ACTIVITIES BUILDING, ALL BANDS AND/OR MUSIC EQUIPMENT IN THE ACTIVITIES BUILDING SHALL BE SET UP ON THE LOWER LEVEL ONLY.
5. SECURITY IS THE RESPONSIBILITY OF THE GROUP REQUESTING USE OF PARK FACILITIES-NOT THE CITY OF UNION GAP.
6. NO ALCOHOLIC BEVERAGES ARE ALLOWED IN THE CITY OF UNION GAP PARKS WITHOUT A BANQUET PERMIT. AUTHORIZATION TO OBTAIN A BANQUET PERMIT MUST BE REQUESTED FROM THE PARKS DEPARTMENT. WHEN FINAL PAYMENT FOR THE FACILITY RENTAL AND THE SECURITY CONTRACT(S), IF REQUIRED, HAS BEEN RECEIVED, THE PARKS DEPARTMENT WILL PROVIDE THE RENTER A BANQUET PERMIT AUTHORIZATION. THE RENTER THEN TAKES THE PERMIT AUTHORIZATION TO ANY WASHINGTON STATE LIQUOR STORE TO PURCHASE THE BANQUET PERMIT. ALCOHOL MUST BE KEPT INSIDE THE BUILDING AT ALL TIMES.
7. RESERVATIONS WILL BE TAKEN ON STRICTLY A FIRST-COME-FIRST-SERVED BASIS.
8. NO RENTALS WILL BE ALLOWED PAST 12:00 A.M. AFTER YOUR EVENT ENDING TIME, YOU HAVE ONE HOUR TO CLEAN THE BUILDING AND VACATE THE PARK (EXCEPT MID-WEEK RATE RENTALS). THE ONLY PEOPLE THAT SHOULD BE IN THE FACILITY ARE THOSE HELPING WITH CLEANUP. IF YOU FEEL CLEANUP WILL TAKE LONGER THAN ONE HOUR, PLEASE END YOUR EVENT EARLY ENOUGH THAT YOU WILL BE FINISHED AND OUT OF THE BUILDING ON TIME. IF YOUR BAND WILL NEED LONGER THAN ONE HOUR TO REMOVE THEIR EQUIPMENT, YOU WILL NEED TO REMIND THEM TO END THE MUSIC EARLY ENOUGH TO ALLOW TIME FOR EQUIPMENT REMOVAL.
9. THE CITY OF UNION GAP RESERVES THE RIGHT TO SCHEDULE MORE THAN ONE GROUP IN THE SAME BUILDING AT THE SAME TIME AS LONG AS THE EVENTS DO NOT CONFLICT.
10. COMMERCIAL USE OF ANY FACILITY IS PROHIBITED. PRIVATE NONPROFIT ORGANIZATIONS MAY, HOWEVER, USE THE FACILITIES DURING THE COURSE OF FUND RAISING EVENTS WITH THE PRIOR APPROVAL OF THE CITY OF UNION GAP.
11. THE CITY OF UNION GAP RESERVES THE RIGHT TO REFUSE OR DENY USE OF ANY PARK FACILITY TO ANY INDIVIDUAL OR GROUP.
12. ALL FEES AND CHARGES ARE PAYABLE IN ADVANCE ONLY AND ARE DUE NO LATER THAN SEVEN (7) DAYS PRIOR TO THE EVENT. A NON-REFUNDABLE DEPOSIT MUST ACCOMPANY THE REQUEST. UPON APPROVAL OF THE REQUEST, THE DEPOSIT WILL THEN BE APPLIED TOWARD THE TOTAL FEES AND CHARGES. THE ONLY EXCEPTION WOULD BE IF THE REQUEST HAD TO BE CANCELLED BY THE DEPARTMENT FOR REASONS NOT THE FAULT OF THE RENTING GROUP – IN WHICH EVENT THE TOTAL AMOUNT WOULD BE REFUNDED. IF A GROUP CANCELS, ALL MONEY WILL BE REFUNDED EXCEPT THE DEPOSIT. IF WE ARE ABLE TO RE-RENT THE FACILITY, THE DEPOSIT, LESS AN ADMINISTRATIVE CHARGE, WILL BE REFUNDED. IF A CHANGE IS MADE ON THE ORIGINAL REQUEST WHICH RESULTS IN A DIFFERENCE IN THE TOTAL FEES AND CHARGES, THE REQUESTING GROUP WILL BE RESPONSIBLE FOR ANY FEES AND CHARGES OVER AND ABOVE THE ORIGINAL TOTAL. ANY REDUCTION IN FEES AND CHARGES WILL BE REFUNDED IF THE CHARGES HAVE ALREADY BEEN PAID. IF ALL FEES AND CHARGES ARE NOT PAID BY SEVEN (7) DAYS PRIOR TO THE EVENT AND NO CONTACT HAS BEEN MADE WITH THE DEPARTMENT REGARDING PAYMENT, THE DEPARTMENT RESERVES THE RIGHT TO RENT THE BUILDING TO ANOTHER GROUP.
13. THE USER(S) OF CITY OF UNION GAP FACILITIES HEREBY AGREE(S) TO PROTECT AND SAVE THE CITY OF UNION GAP, ITS BOARDS, ELECTED AND APPOINTED OFFICIALS AND EMPLOYEES HARMLESS FROM AND AGAINST ALL CLAIMS, DEMANDS AND CAUSES OF ACTION OF ANY KIND OR CHARACTER, INCLUDING THE COST OF DEFENSE THEREOF, ARISING OUT OF THE GROUP'S USE AND/OR ACTIONS IN CONNECTION WITH THIS RENTAL.
14. ORGANIZED NON-PROFIT YOUTH GROUPS (WITH MORE THAN 50% OF YOUTH UNDER 17 YEARS OF AGE) AND SENIOR CITIZENS (WITH MORE THAN 50% OF THE PARTICIPANTS AGE 60 AND OVER) MAY SUBTRACT 10% FROM TOTAL FEES OF \$100.00 OR MORE.
15. THE CITY OF UNION GAP WILL NOT BE RESPONSIBLE FOR PROVIDING COFFEE MAKERS, POTS, PANS, DISHES, EXTENSION CORDS OR LADDERS TO USER(S) OF PARK FACILITIES.
16. USER GROUPS WILL PROVIDE SUCH ADDITIONAL SUPERVISION/SECURITY AT THEIR OWN EXPENSE AS THE DEPARTMENT DIRECTOR MAY DETERMINE NECESSARY FOR THEIR ACTIVITY.
17. THERE IS A NO SMOKING POLICY FOR THE CITY OF UNION GAP FACILITIES THAT IS IN EFFECT FOR ANY BUILDING WHERE THE GENERAL PUBLIC IS INVITED.
18. A PARKS DEPARTMENT STAFF PERSON WILL MEET YOU TO OPEN THE FACILITY AT YOUR REQUESTED TIME OR TIMES. PLEASE MAKE SURE YOU ARE ON TIME. THE EARLIEST OPENING TIME ON THE DAY OF YOUR EVENT IS 10:00 A.M. PLEASE MAKE YOUR EVENT ARRANGEMENTS ACCORDINGLY. IF THE BUILDING IS NOT RENTED THE PRIOR DAY, YOU MAY BE ABLE TO GET IN TO DECORATE, BUT THERE IS NO GUARANTEE OF AVAILABILITY. YOU CAN CHECK ONE WEEK BEFORE YOUR EVENT TO SEE IF THE BUILDING WILL BE AVAILABLE THE PRIOR DAY FOR DECORATING. IF THE FACILITY IS AVAILABLE FOR DECORATING BUT THE DECORATING WILL OCCUR OUTSIDE OUR NORMAL PARK HOURS, THE MID-WEEK RENTAL RATE WILL BE CHARGED.