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Room Use Policies and Agreement

1. *Rooms at the Sequim Senior Activity Center will be made available to outside individuals and groups to hold events that help to meet the educational, health, recreational, entertainment, and social needs of the community.*

2. After Senior Center-sponsored classes, activities and fundraisers are scheduled, our mission of community involvement is furthered by making the building available for these types of uses:

a. Classes and events that are expected to be of special interest and benefit to seniors presented by non-profit organizations or individual volunteers. (ie: Medicare Advice, Caregiver Support, Active retirement, Protection against fraud, Free Tax Preparation, etc.)

b. Classes and events that are of interest and benefit to all ages, families, or to younger age groups, including college classes, and meetings for religious or political purposes.

c. Private family events such as receptions, reunions, birthday parties, etc., with priority given to families of our members.

3. Fees and Deposits

To help cover our operating costs, Sequim Senior Activity Center has developed a reasonable hourly fee schedule for the use of its rooms. The latest fee schedule may be attached, or is available from the executive director. Fee schedules are subject to change at any time, & fees are due before the room is used unless special arrangements have been made.

Deposits are required of groups, at the executive director's discretion. Deposits are more likely to be required of large groups, groups with pets, and/or any group that plans to serve food or drink. User accepts all responsibility & liability for alcohol consumption on premises, and agrees to have proper banquet permit required by the State of Washington.

Deposits in part or in full may be used by the Senior Activity Center for cleaning, theft losses, damages, loss of key(s), or for failure to put tables & chairs away properly. User also agrees to be liable for any damages that exceed the deposit amount. Staff time required to clean stains, pick up cigarette butts, repair damages, or correct problems will be billed against deposit at a rate of at least \$30 per hour, with a minimum one hour charge. If heavy soil or stains cause professional carpet cleaning to be needed, user will pay actual charges.

Deposits are held without interest, & are returned after post-event inspection by us.

4. Proof of Insurance and Incident Reporting

Groups and individuals using our building are expected to have their own liability insurance that includes coverage for property damage, and personal injury. All groups and individuals are asked to provide a certificate of insurance, naming "Sequim Senior Services" as an "additional insured". Your insurance agent can usually provide this document at no charge rather easily, and it proves to all that coverage is adequate and in force. Any incidents that occur must be documented on the Incident Report Form attached. *In case of emergency, please call 9-1-1. Phones for local and emergency calls are provided in the front room and the classroom.* Those speaking about financial or legal issues or giving financial or legal advice should also provide proof of professional errors & omissions or malpractice insurance.

5. Expectations for users of Senior Activity Center rooms:

a. You will have free set up time of at least 30 minutes to set up tables and chairs in any way you would like. Unless you pay an additional set-up charge, (\$30 minimum) you agree to take the room as you find it.

b. Please take care of the room & furnishings. Wipe up spills on tables & tile floors & blot any spills on the carpet with wet and then dry towels. Notify the center of any stains. Be aware of where all members of your group are, especially minors. Be aware & respect that other rooms may be in use by other groups at the same time as your event. Smoking is allowed outdoors at designated butt container only, 25 feet from doors, as required by WA State law.

c. Leave your area in the same or better condition than what you found it in.

i. Trash is to be in proper containers. If you need to empty the container, more bags should be in the bottom of each container for your use. Large groups will be provided with a key to the dumpster lock. Do not leave full bags outside.

ii. Tables are to be wiped off, and if of the folding type, folded, and put away with legs facing the wall in the corner of the room.

iii. Chairs in the main room are to be stacked neatly in straight stacks of 6 and put in the Northeast corner of the room behind the TV. In the front room, the tan chairs are to be in stacks of 6 and placed against the East wall.

iv. All spills must be cleaned up. Sweeping and/or vacuuming is greatly appreciated, but not required. Brooms & vacuum are located in storage room off front hallway.

d. Turn off coffee maker and warming plate, turn off lights, close and lock doors, and turn off automatic opener switch(es). (Please disregard this section if center office is still open.)

e. To ensure return of deposit, make sure all keys are returned to the office as soon after use as possible. Tell the person accepting the keys what group you are from, or attach a note.

f. Room(s) will be inspected as soon as possible after use, & deposit returned w/in 7 days.

g. We wish we didn't need this section, but we must add that vandalism or theft of supplies, equipment, or other Center property by any person attending your event can result in an investigation, charges, & criminal prosecution of those involved. We reserve the right to use video surveillance of the premises (not including restrooms) to deter criminal activity.

Thanks for choosing the Sequim Senior Activity Center for your event!

I have read and understand the above policies and agree to abide by them:

I am using the _____ room(s) on _____ date(s).

My event will start at _____, and end at _____. I will have _____ minutes beforehand to set up and _____ minutes afterwards to clean up at no charge. I expect _____ attendees.

I will serve (check each one that applies) food____, beverages ____, alcohol (\$25/hr extra)_____

My agreed upon rate is \$_____ X _____ hours (min. 2) for total due in advance of \$_____

I am also paying a refundable deposit of \$_____, with a separate check, or in cash.

I have attached a copy of my proof of insurance. I acknowledge receipt of key(s) _____(initial)

Signature of responsible party _____ Date _____

Please print your name & name of group: _____

Address _____ Phone numbers: _____

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