

# City of Moses Lake Facilities Request And Agreement



## Headquarters Fire Station Multi-Purpose Room

Event Date		Time of Event	
Number of People Anticipated			
Type of Event			
Name of Organization or Individual			
Name of Person Responsible			
Billing Address			
City, State, Zip Code			
Phone #			

**Alcohol Availability:**

Alcohol is not permitted in the Headquarters Fire Station Multi-Purpose Room

**Agreement to Policies:**

I have read and agree to follow the City of Moses Lake's Facility Use Policies as attached to this agreement. I specifically agree that the use of the facilities is granted with the express understanding and condition that the user organization or individual and its agents will hold harmless and indemnify the City of Moses Lake for any loss, damage, or claims arising out of such use.

**Usage fees:** Applicable according to policy

Please sign and return to: City of Moses Lake  
PO Box 1579  
Moses Lake, WA 98837

Or email form to: Tasiya Oliver  
Fire Clerk  
taoliver@cityofml.com

Date		Authorized Signature of Organization or Individual	
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**\*\*Additional Requirement:**

Certificate of Liability naming the City of Moses Lake as an additional insured for \$1,000,000.00 per occurrence and an Endorsement to the Policy submitted to the Administration Office along with your facility rental request form.

Date		City Manager's or Designee's Signature	
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CITY OF MOSES LAKE  
CIVIC CENTER  
AND  
HEADQUARTERS FIRE STATION MULTI PURPOSE ROOM  
USE POLICY

1. City of Moses Lake Civic Center Facility and Headquarters Fire Station Multi-Purpose Room Availability:

All events and activities requested to be held in City Civic Center and Headquarters Fire Station Multi-Purpose Room facilities must have the prior approval of the City Manager or his designee(s) before the event or activity will be permitted to occur on City property. City Civic Center and Headquarters Fire Station Multi-Purpose Room facilities may be made available for use by organizations or individuals conducting public educational, research, cultural, civic, or community activities as limited by this policy, provided that these activities do not interfere with the use priorities of the City.

2. Qualification:

A. All requests for City Civic Center facility usage must be submitted to the City Manager's office. All requests for Headquarters Fire Station Multi-Purpose Room usage must be submitted to the Fire Chief. Any organization or individual wishing to use City facilities shall provided the following information:

- 1) Name of sponsoring organization or individual
- 2) Name of person in charge or arrangements
- 3) Number of participating individuals and name(s) of speaker
- 4) Nature of proposed meeting
- 5) Desired dates and times
- 6) Type of facility desired
- 7) Desired special equipment arrangements

B. If the desired facility is available, and the organization or individual meets the criteria in paragraph #1, an agreement for the use of the facility will be completed and returned by the group representative prior to final approval. All requests should be made at least two (2) weeks prior to the planned activity to ensure adequate scheduling of space and services.

- C. Requests for facilities do not become effective until after the City Manager has or his designee approves the agreement. No publicity shall be released until a signed copy of the agreement is returned to the sponsoring organization or individual. Publicity for all non-City sponsored events must include the name of the sponsoring organization or individual. This publicity must not be structured so as to imply City of Moses Lake sponsorship.

3. Rental Regulations and Procedures:

- A. Facilities are rented to qualified organizations and individuals on a time and space available basis. In order to prevent conflicts among organizations or individuals that seek to use the facilities at the same time, the following priority system and classification of users has been established:
  - 1) City of Moses Lake sponsored organizations, or individuals
  - 2) Community organizations qualifying as non-profit organizations
  - 3) All other organizations including local professional associations, private organizations, and individuals
- B. The City nor its agents accept responsibility for the goals or beliefs of any sponsoring organization or individual. Authorization for use of City facilities shall not be considered as an endorsement or approval of any organization or individual nor the purposes they represent.
- C. The City reserves the right to deny the use of facilities to any organization or individual dependent upon time and space availability, and regulations set forth elsewhere in this policy which govern user priority determination and limitations of use. In addition to these constraints, the City may, at any time, deny the use of facilities to any organization or individual based upon the following reasons:
  - 1) The requested facilities and/or the necessary personnel to operate them or to set up for the event are unavailable for use or exempt from use at the requested time.
  - 2) The organization or individual and the City are unable to reach agreement on terms and conditions for the requested use.
  - 3) Supervision is not sufficient to safeguard properties and/or participants, or if in the opinion of the City Manager or his designee, the requested use would be likely to substantially disrupt the normal operations of the City.

- 4) The requesting organization or individual has, in the judgment of the City, previously abused or failed to meet the conditions of the facilities use agreement.
- 5) The activities of the organization or individual requesting use of the facilities are inconsistent with the purposes and objectives of the City or incompatible with previously scheduled activities.
- 6) The activities that the organization or individual requesting use are inconsistent with the desired use of those facilities. For example, certain types of activities that could result in damage to any portion or element of the facilities may be excluded.
- 7) If actions from a permitted use of facilities constitutes unlawful activities, violates City policy, or if in the judgment of the City Manager, actions from a permitted use present imminent danger of unlawful activity.
- 8) If the organization or individual requesting facilities advocates changes of the government by unlawful means.
- 9) If an organization or individual discriminates in selecting its members or employees or restricts attendance on the basis of race, religion, gender, creed, sexual orientation, age, or national origin.
- 10) If an organization or individual plans to use the facilities on a continuous basis in violation of Article I and Article IV, Section 4, of Washington State Constitution, which places limitations on the use of public property to support religious activities.

D. Arrangements and Conditions Applicable to the Civic Center:

- 1) General Provisions:
  - a) Organizations or individuals using City facilities when the Civic Center is open to the general public, may not be charged for custodial or technical services, subject to other provisions of this policy.
  - b) Organizations or individuals using City facilities on weekends, on City recognized holidays, or after 5 p.m. on weekdays will be charged custodial/technical services at current hourly rates of time and one half for a minimum of two (2) hours. Only the City Manager or his designee may waive the fee.
  - c) If special clean up and/or set up services, the organization or individual will be billed for the special services.

- d) Each organization or individual shall designate a contact person to be responsible for any theft or damage to equipment and/or facilities. The same person shall also be responsible for confirming set up and equipment requirements and initiating rental fee payment.
  - e) Reservation commitments are not final until approved by the City Manager or his designee.
  - f) Financial negotiations regarding custodial and rental expenses shall be governed by policy guidelines.
  - g) City facilities shall not be rented to non-City organizations or individuals for several dates in succession.
- 2) Food Service: All food service shall be approved by the City Manager or his designee in advance.
- 3) Supervision: A custodian, security person, or other authorized representative of the City must be on duty and in the building when facilities are being used by a non-City organization or individual. Before scheduling events, City personnel shall confirm supervision of said events by said employees. Supervision for each event shall be identified on the Facility Usage Agreement Form.
- 4) Alcoholic Beverages: The use of alcoholic beverages in City facilities shall conform to the following:
- a) City of Moses Lake reserves the right to permit the use of alcoholic beverages in City facilities for special events as deemed appropriate.
  - b) When approved by the City Manager or his designee, alcoholic beverages may be served at a program or event.
  - c) Approval of the availability of alcoholic beverages in City facilities must be requested prior to the date of use. Each program or event will be limited to the availability of beer and wine.
  - d) Alcoholic beverages may only be served in City facilities when written permission has been given by the City Manager or his designee. A Washington State Banquet Permit must be obtained by the authorized agent of the requesting organization or individual and brought to the City of Moses Lake's City Manager's office prior to the date of the event. The sponsoring organization or individual must post the permit at

the event as required by law. Under no circumstances may alcohol be sold either for cash or script without a “special occasion license” from the Washington State Liquor Control Board or its successor.

- e) All requests to permit the availability of alcoholic beverages are to be filed with the City Manager’s office. If the request is consistent with the best interests of the requesting organization, individual, and the City, the request may be approved.
- f) The application for the availability of alcoholic beverages in City facilities must be completed by an authorized agent of the organization or individual who will accept responsibility for compliance with City and other governmental rules and regulations, where applicable, and agrees to be present at the specific function.
- g) The City Manager or his designee shall be on-call for functions where alcoholic beverages are being served and has the authority to make decisions that might arise concerning City policies or procedures. Such decisions can include the removal of any individual from City facilities who becomes disruptive during a program/event or to terminate the event should circumstances require.
- h) All events where alcoholic beverages are served will be approved in accordance with the Washington State Liquor Control Board Guidelines, which permit the consumption of alcoholic beverages at such events.
- i) The City Manager or his designee shall designate the specific location for the distribution of alcoholic beverages at approved events.
- j) Alcoholic beverages will be served and consumed only in a designated area.
- k) All provision and use of alcoholic beverages will be covered by the Washington State law, as interpreted by the Washington State Liquor Control Board or its successor.
- l) Non-alcoholic beverages will be available to persons under legal age at all City events where alcoholic beverages are being served.

- m) The City reserves the right to require security personnel, at the expense of the requesting organization or individual, be provided at any function where alcoholic beverages are being served.
- n) No person who is under the influence of alcohol or dangerous substances, or who is disorderly in conduct, shall be allowed to serve, consume, or dispense alcoholic beverages.
- o) Any City employee attending a City-sponsored event which is authorized to serve alcoholic beverages, in an official capacity, will refrain from consumption of alcoholic beverages at the event.

E. Arrangements and Conditions Applicable to the Headquarters Fire Station Multi-Purpose Room:

- 1) General Provisions:
  - a) Organizations or individuals using City facilities when the Headquarters Fire Station Multi-Purpose Room is open to the general public, may not be charged for custodial or technical services, subject to other provisions of this policy.
  - b) If special clean up and/or set up services, the organization or individual will be billed for the special services.
  - c) Each organization or individual shall designate a contact person to be responsible for any theft or damage to equipment and/or facilities. The same person shall also be responsible for confirming set up and equipment requirements and initiating rental fee payment.
  - d) Reservation commitments are not final until approved by the City Manager or his designee.
  - e) Financial negotiations regarding custodial and rental expenses shall be governed by policy guidelines.
  - f) The organization or individual(s) using the facilities is (are) responsible for setting up the room and returning it to its original condition. Stack chairs only 10 high. Meetings must be over and the room emptied by 10 p.m.
  - g) The Moses Lake Fire Department will not be able to assist you in messaging, supplies, internet access, etc.

- h. The following equipment is available on a first come, first serve basis: TV/DVD/VCR; overhead projector; podium. Computers, multi-media projectors, and WIFI are not available.
- i. The Applicant hereby acknowledges review of the "Regulations Governing Use of the Fire Department Multi-Purpose Rooms" attached to this form. The Applicant shall abide by those regulations and shall reimburse the City of Moses Lake for any loss incurred by the Moses Lake Fire Department due to the use of its premises by the Applicant.
- j. Occupant load for the full room is 100. Occupant load for the half room is 50.

- 2) Food Service: All food service shall be approved by the Fire Chief or his designee in advance.
- 3) Supervision: A custodian, security person, or other authorized representative of the City must be on duty and in the building when facilities are being used by a non-City organization or individual. Before scheduling events, City personnel shall confirm supervision of said events by said employees. Supervision for each event shall be identified on the Facility Usage Agreement Form.

F. The City does not rent or lease facilities for public dances.

4. Violation of Responsibilities:

- A. The City Manager or his designee have the right to terminate an agreement immediately and without notice upon the discovery of violation of any term, condition, or provision of this policy.
- B. Agreements will be terminated immediately, if, in the judgment of the City Manager or his designee, present imminent danger exists or unlawful activity is practiced by the sponsoring organization or individual.

5. Usage Fee Categories:

Usage fees include routine custodial, security, or technical services during normal business hours. Any custodial, security, or technical services required in addition to the routine service normally provided, shall be paid by the sponsoring organization or individual at current rates which may include overtime.

Sponsoring organizations or individuals may be classified into the following three (3) categories. These classifications will qualify sponsoring organizations or individuals for a particular rate on the usage schedule. The City shall have the option to charge rates that, at their determination, are consistent with usage policies.

- A. Type 1 - City: shall apply to activities sponsored by the City.
- B. Type 2 - Public Service Use/ Internal Use of Solicited Funds: shall apply to local public, state, and federal agencies. It shall also include organizations or individuals that charge fees or solicits contributions to be used for charitable purposes that are sponsored by established organizations or individuals in the communities, e.g. churches, civic, and service organizations. This classification shall also be applied to non-profit, special interest groups.

Usage Rates:

	<u>Facility</u>	
1)	Auditorium	\$70 per hour/2 hour minimum
2)	Council Chambers	\$70 per hour/2 hour minimum
3)	The Avenue	\$70 per hour/2 hour minimum
4)	Fire Station Multi-Purpose Room	\$100 for Room A or B \$200 for entire room for full day. ½ day usage charge is 50% of full day charge

- C. Type 3 - Public Service Use: admission fees and/or external use of solicited funds shall apply to organizations and individuals that charge admission fees, tuition, sell tickets, solicit contributions, or require payment of any kind in order to attend the event where the net proceeds are destined for other than welfare or charitable purposes.

A deposit of fifty percent (50%) of the agreed usage rate may be requested to accompany a facilities rental agreement. This deposit will be refunded if a cancellation notice is received at least two (2) days prior to the scheduled event.

Usage Rates:

	<u>Facility</u>	
1)	Auditorium	\$70 per hour/2 hour minimum plus 20% of admissions
2)	Council Chambers	\$70 per hour/2 hour minimum plus 20% of admissions
3)	The Avenue	\$70 per hour/2 hour minimum plus 20% of admissions
4)	Fire Station Multi-Purpose Room	\$100 for Room A or B \$200 for entire room for full day. ½ day usage charge is 50% of full day charge plus 20% of admissions

6. Additional Charges for Custodial/Technical/Security:

- A. Charges for Sunday, City recognized holiday, and after 5 p.m. on weekdays usage will include the services of at least one (1) City employee to open the

facility, stay on duty during the period of use, and close the facility, if there is no City employee on regular duty at the time of the event.

- B. If additional technical, security, or custodial services are required, in the opinion of the City Manager or his designee, or at the request of the sponsoring organization or individual, additional charges shall be made.

7. Liability:

- A. The posting of an adequate bond or deposit as determined by the City Manager or his designee or a certificate of insurance may be required if there is a question of potential damage to City facilities. The sponsoring organization or individual, if allowed use, will be required to furnish evidence of proper liability and property damage insurance before any rental agreement is executed if insurance is required.

- B. The amount of insurance for liability and property damage is at the discretion of the City Manager or his designee and proof of coverage will be presented to the City Manager or his designee at least seven (7) days prior to the date of the event. The City will be named as an additional insured on such liability policy or certificate. An Additional Insured Endorsement shall accompany the certificate.

- C. In consideration for the permission granted to an organization or individual for use of City facilities, the sponsoring organization or individual shall release the City and its agents, employees, or officers, from all debts, claims, demands, damages, actions, and causes of actions whatsoever, which may occur as a result of the use of City facilities. The sponsoring organization or individual shall further agree to protect, indemnify, and hold harmless the City, its agents, employees, and officers from any claims, demands, actions, damages, or causes of actions directly or indirectly arising out of the use of the facilities or premises. Any organization or individual applying for the use of a City facility shall accept financial responsibility and liability. Application for the use of City facilities shall constitute acceptance by said organization or individual of the responsibility stated above and willingness to comply with all rules and regulations regarding the use of City facilities.

- 8. Damages: The sponsoring organization or individual is responsible for and shall be liable for any repairs or replacement occasioned or made necessary by the negligence or misuse of the facility. In some cases a guaranteed deposit may be required and placed with the City. Damage to City equipment, including stage, audiovisual or lighting equipment during and by reason of the occupancy of the facilities by the sponsoring organization or individual shall be paid from this guaranteed deposit. The balance, if any, shall be returned to the sponsoring organization making the deposit. If the guaranteed deposit is not sufficient to cover the damage, the organization or individual using the facility will be billed for the difference.

9. Payment:

- A. Payment of all fees will be made to the City of Moses Lake.
- B. Sponsoring organizations or individuals shall make payment of rental and/or technician fees seven (7) days in advance of scheduled events.