



City of White Salmon

Office of City Hall

PO Box 2139 | 100 N Main Ave | White Salmon, WA 98672
Office: (509) 493-1133 | www.whitesalmonwa.gov

CITY PARK AND FACILITIES USE APPLICATION

TODAY'S DATE: _____ EVENT DATES: _____

LOCATION REQUESTED (CHECK ONE):

- Rheingarten Park Gazebo
- Fire Hall Training Room
- City Hall Administration Room
- Rheingarten Park Picnic Shelter
- City Council Chambers (excludes A/V equipment)
- City Hall Conference Room

If reserving only one day, TIME REQUESTED: _____ TOTAL HOURS: _____
Time requested to include set-up, breakdown, and clean-up

APPLICANT/ORGANIZATIONS NAME _____

CONTACT NAME: _____ PHONE: _____ E-MAIL: _____

MAILING ADDRESS: _____ CITY: _____ ZIP CODE: _____

TYPE OF ACTIVITY: _____

NUMBER OF PEOPLE EXPECTED: _____ TYPE OF SUPERVISION: _____

The City of White Salmon reserves the right to require mandatory security. Security Services must have prior approval from the City of White Salmon. The applicant is responsible for all associated expenditures.

ADMISSION FUNDS COLLECTED? YES NO CONCESSIONS SOLD? YES NO

White Salmon Municipal Code 8.12.010 - Food establishment licenses and permits. It is ordained by the city council that, pursuant to RCW 70.46.120, the city expressly consents for the Southwest Washington Health District to charge fees in connection with issuance or renewal of any food establishment license or permit, required for sanitation purposes of any restaurant, market, tavern, bakery, or similar facility; provided, however, the fees charged shall not exceed the actual cost involved in issuing or renewing the license or permit.

AGREEMENTS

The applicant agrees that during the use of this facility, _____, will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, gender, sexuality or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of White Salmon and its offices, agents, and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group of individuals, or this agent while on City of White Salmon property, or that may result for or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of White Salmon. The group or individual agrees to fully reimburse the City of White Salmon for any damages arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is the applicant's responsibility to inform all members of the group of the park and facility rules and regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

APPLICANT SIGNATURE: _____ DATE: _____

GROUP CLASSIFICATIONS

GROUP 1

Groups or organizations whose primary purpose is community-based; events open to the public that involve activities which enhance the city. Examples or recognized groups include, but are not limited to, Boy/Girl Scouts, Rotary Club, Religious Organizations, Chambers, Local School Districts, etc...

Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.

Group 1 will be charged additional fees when applicable in accordance with the Additional Fees & Charges section of this application.

Hourly Fee Schedule			
		Resident	Non-
	Weekday	Fee	Resident Fee
Group 1	Mon-Thrs	Free	\$ 10.00
	Fri - Sun	Free	\$ 20.00
Group 2	Mon-Thrs	\$ 5.00	\$ 20.00
	Fri - Sun	\$ 10.00	\$ 30.00
Group 3	Mon-Thrs	\$ 10.00	\$ 30.00
	Fri - Sun	\$ 15.00	\$ 40.00

GROUP 2

Groups or organizations whose membership is open to the public but operate for the primary benefit of their membership and/or participation is limited to a select group. Examples include, but are not limited to, dance clubs, pre-school, political events, etc...

GROUP 3

Groups or organizations who:

- (a) collect donations, membership fees or charge admission
- (b) host an event that will not be open to the general public (wedding reception, birthday party, closed training)
- (c) are commercial in nature and are promoting a product or service (Tupperware, dance class, informational meeting). Event can be free to the public.

Optional Additional Service Fees		
Check Box to Request	Service	Fee
	Power	\$ 30.00
	Garbage (per can)	\$ 10.00

Refundable Damage Deposit		
Damage Deposit	\$ 150.00	<i>The applicant will be financially responsible for damages that exceed the deposit amount.</i>

DAMAGE DEPOSIT REFUND (Application will not be processed if incomplete)

ISSUE TO: _____ **PHONE:** _____

MAILING ADDRESS: _____ **CITY, STATE, ZIP:** _____

Damage Deposit will be refunded via check to the party name above upon inspection and approval of facility by city staff.

RENTAL FEE (Staff Use Only):

GROUP CLASSIFICATION _____ FEE PER HOUR _____ TOTAL RENTAL FEE _____

DAMAGE DEPOSIT _____ POWER FEE _____ GARBAGE FEE _____

TOTAL AMOUNT DUE _____

DATE PAID _____ RECEIVED BY _____

APPLICATION PROCEDURES

The individual signing the rental agreement will be considered the responsible party in the case of damage, theft, or disturbance to city property during the event.

- City facilities and parks may be scheduled for an individual event or regular meetings up to 3 months in advance
- The applicant must be at least 21 years of age and be present during the event.
- Restricted days for reservation include city wide precedence events.
- Scheduling of city facilities and parks is on a first come basis upon deposit receipt.

HOURS OF AVAILABILITY

Park Facilities are available daily 8:00am – 10:00pm (or dusk)

City facilities are available daily 8:00am – 8:00pm

All events must be completely cleaned up and cleared of the city property by closing time. The City Council may extend these times on a case-by-case basis. Groups must have a written letter of authorization from the department head responsible and the City Administrator authorizing any activity outside the normal operating hours of the facility.

PAYMENT PROCEDURES

Use fee and other related fees must be paid at the time application for a reservation is submitted to secure the requested date and venue. The amount of the deposit is contingent upon all building facilities, furnishings, and equipment. To ensure the return of the deposit, the facility must be left in the same condition or better than originally found. If there is no damage or excessive cleaning required, the deposit will be returned to you within thirty days on the reservation date.

The rental fee must be paid in full thirty days prior to the event unless reservation time dictates otherwise. Failure to do so will constitute a cancellation.

Payments are accepted by cash, check, debit/credit card or money order. Please contact City Hall (509) 493-1133 for assistance.

INSURANCE REQUIREMENTS

Lessee may be required to provide a copy of their liability insurance to the City of White Salmon within 30 days of the activity, and upon written request of the city, a copy of the policy as evidence of insurance protection provided.

The required insurance policy is to be (1) endorsed to the City of White Salmon, its officers, employees, agents, and volunteers as additional insured and (2) shall not be suspended, voided, cancelled, or reduced in coverage or limits except after midnight of the last day of the event or with written and signed consent from the City of White Salmon.

Event insurance can be purchased through the Washington Cities Insurance Authority (WCIA) that meets the requirements of the City of White Salmon insurance requirements (<http://www.wciapool.org/>). Information regarding this insurance is available from the City upon request by calling (509) 493-1133, Monday – Friday 8:00AM to 5:00PM

CANCELLATIONS

Cancellations made within thirty days of the reservation will be charged 50% of the Rental Fee and 50% of the damage/cleaning deposit. If rental fee charges were not paid within 30 days of the events, 50% of the rental fees will be subtracted from the damage/ cleaning deposit paid at the time of application.

Cancellations made thirty days or more before the reservation will be charged 50% of the Rental Fee with 100% of the damage/cleaning deposit being refunded. Rental fee charges will be subtracted from the damage/ cleaning deposit paid at the time of application.

INITIALS: _____

RENTAL POLICIES

- Rental hours are consecutive and must include time for delivery of supplies, set-up, tear down and clean up.
- Set-up begins at the specified time on the facility use application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- All items brought to the facility by the lessee are to be removed by the end of the rental period. The rental group is to remove food, materials, equipment, furnishings, and decorations left after use of the facility.
- All bagged garbage from the event will be removed by the lessee at the end of the rental period.
- It is the responsibility of the lessee to set up and move furnishings as desired (Council Chamber equipment and furniture may NOT BE MOVED). Please move all furnishings back to their original position before leaving the facility.
- Please remember that your reservation for the designated facility is available to you for ONLY THE TIME REQUESTED. There may be other parties using the facility immediately after you. Please make sure that you have allotted time to set up and tear down for your function.
- Reservations for the Park Picnic Shelter and the Park Gazebo are for the structure only. The playground, tennis courts, and green space will remain open to the public.
- Inflatable toys, dunk tanks or similar items are not allowed without written and signed consent from the City Council and proof of insurance in compliance with the requirements set forth by the City of White Salmon.
- Power is available upon request by checking the selection under “Additional Fees & Charges”.

GENERAL RULES

- Rental facilities are available daily from 8:00 AM – 10:00 PM (or Dusk). The event must conclude at a reasonable time to accommodate clean up.
- The city’s audio visual (A/V) set up is not available for digital conferencing use by outside organizations.
- Throwing rice, birdseed or confetti is not permitted.
- Decorations may be attached to walls, windows, or ceilings, with masking tape or other non-marring material. Do not use thumb tacks, staples, glue, or any other marring method.
- Use of illegal drugs, smoking and/or gambling is prohibited on/in any City of White Salmon property.
- Alcohol may not be served within any public facility without the direct permission of the City Council and a Washington State Liquor permit. If alcohol is to be served the applicant must prove adequate security as required by the City of White Salmon and Liquor Control Board.
- Minors must have adequate adult supervision.
- The City of White Salmon does not assume responsibility for personal property left unattended in any city facility.
- The City of White Salmon cannot be responsible for accidents, injury, or loss of property.
- The misuse of any city park or facility or the failure to comply with these regulations will be sufficient reason for the denial of future reservations.
- Event participants may park in public parking. All parking is to remain first come first serve. Any attempt to reserve public parking by any means other than a parked vehicle is prohibited, unless pre-approved by written consent from City Hall.
- City of White Salmon scheduled events will take precedence over non-city events.
- BBQs with no open flame are allowed to be brought into the park. BBQ coals must be taken when leaving. (Do not put coal/ash in garbage.)
- Rule of Thumb: Leave facilities in the same condition or better than you found them.

I affirm on behalf of _____, that I have read and agree to the above-listed Rental Policies and
Renter/Organization Name

General Rules applicable to the rental of City of White Salmon facility on _____.
Event Date

SIGNATURE: _____

PRINTED NAME: _____ ORGANIZATION: _____