

*Fife* 2012  
COMMUNITY  
CENTER RENTAL  
*packet*



CITY OF FIFE PARKS, RECREATION & COMMUNITY SERVICES  
*Building a Healthier Community*



**TABLE OF CONTENTS**

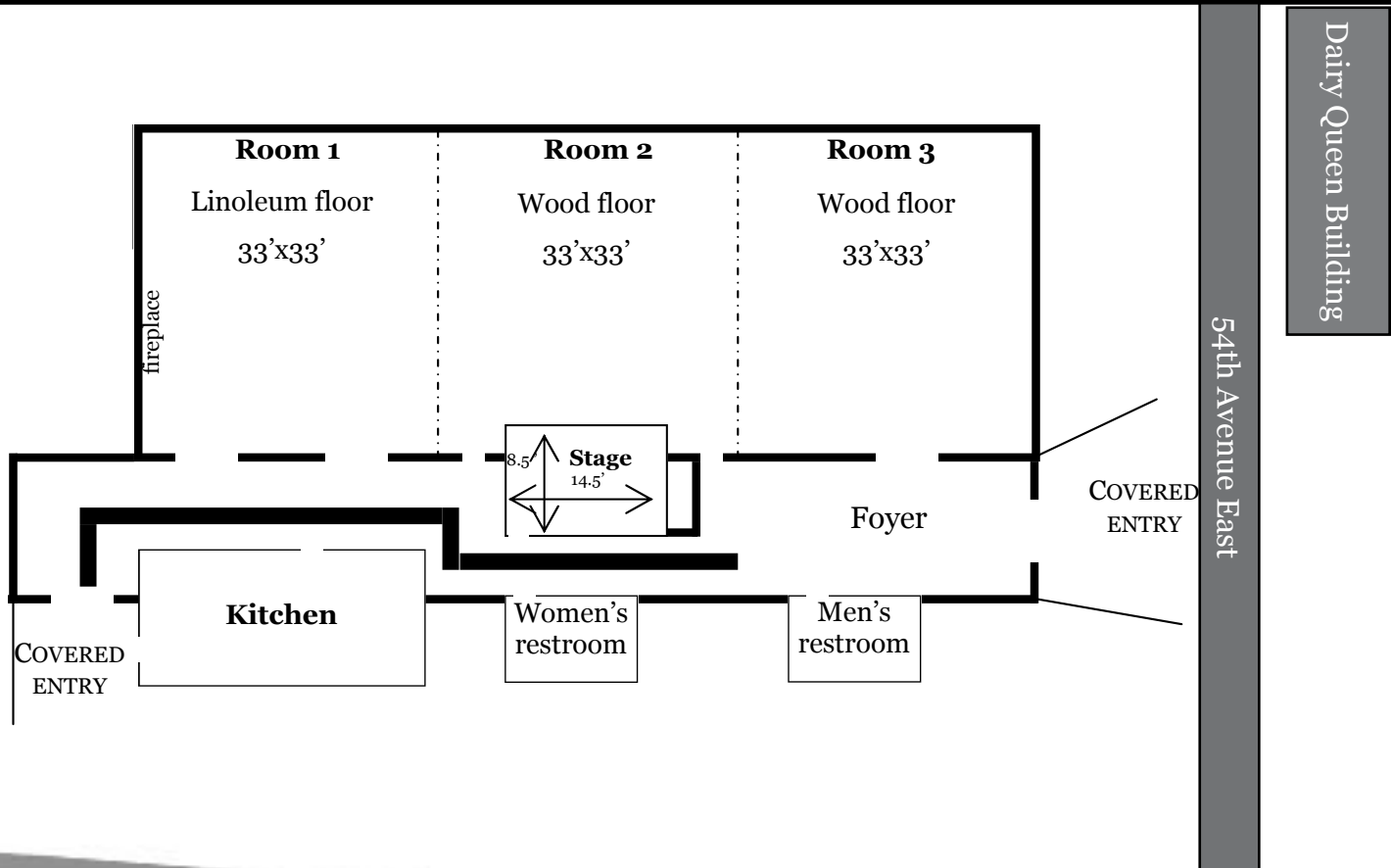
Contact Info & Center Layout	2
Rental Policies & Procedures	3-6
User Fees	7
Map & Directions	8
Clean Up Checklist	9
Responsibility Checklist	10
Facility Use Agreement	11



**RENTAL CONTACT INFORMATION**

**Fife Community Center**  
 2111 54th Avenue East  
 Julie Dames Ryan  
 Recreation Services Supervisor  
[jryan@cityoffife.org](mailto:jryan@cityoffife.org)  
 253-896-8652

**COMMUNITY CENTER LAYOUT**



# FIFE COMMUNITY CENTER

2111 54TH AVENUE EAST  
FIFE, WA 98424  
(253) 922-0900  
(253) 896-8655 (FAX)

## Steps to Rent the Facility:

- Call the Community Center to check on the availability of the center, 253-922-0900.
- Check the facilities capacity to make sure it meets the needs of the rental.
- Follow the Rental Policies and Procedures to secure the facility. If the renter is planning on serving alcohol, follow the alcohol procedures as well.

## Rental Policies & Procedures

1. Application for reservations should be completed at the Fife Community Center during business hours -- Monday through Friday, from 9:00 am to 4:30 pm. Please make an appointment with staff to complete the application by calling, 253-922-0900. Reservations are taken on a first come – first served basis. Rentals may be made a maximum of eighteen (18) months prior to desired date.
2. A completed rental agreement must be submitted with the appropriate payment to secure the rental date. **The person requesting the reservation must be at least 21 years of age, able to speak English, and must be present and coherent during the entire rental.** The applicant will be responsible for all aspects of the use, including behavior of guests, payments of fees and deposits, as well as for any damage to equipment or property above and beyond the deposit.
3. **PAYMENT PROCEDURES:** Applications submitted 60 calendar days or less from the rental date, or any rental with a cost of \$300 or less, must be paid in full when reservation is made. Rentals exceeding \$300 must pay 50% of total rental fees at the time of reservation. The balance and the damage deposit **MUST BE** paid in full 45 calendar days prior to the rental date. Failure to make the full payment 45 calendar days prior will be considered a cancellation of the reservation. Additional hours may be prearranged in 30-minute increments as available. Any additional time the facility is occupied, but not prepaid, will be held from the damage deposit. Rental fees will not be returned to renters leaving early.
4. **DAMAGE DEPOSITS:** A Reservation/Damage deposit of \$500 for one-time major event rentals (i.e., involving more than 100 people and/or the use of alcohol), or \$250 for minor event rentals, must be paid 45 days prior to the event. Please note that the damage deposit is refundable, as long as the facility is left in the same condition as it was found and you do not go past your rental contract end time. Any party leaving without cleaning up will forfeit a portion of their deposit. The damage deposit is meant to cover expenses related to additional costs incurred for repair, replacement, or damage as related to your event. Additional charges will apply should those costs exceed the damage deposit. The damage deposit, less applicable fees, will be refunded by mail within 30 days, (after the event if the Center facilities are found to be in acceptable condition).
5. **CANCELLATIONS:** Refunds for reservation cancellations will be based on the following schedule:  
90 or more days notice - 100% of rental fee & security deposit minus \$25 Admin Fee.  
45-89 days - 50% of rental fee & 100% of security deposit minus \$25 Admin Fee.  
44 or less days - 0% of rental fee & 100% of security deposit refunded.  
**All cancellations must be received in writing.**

6. **DUE TO UNANTICIPATED CIRCUMSTANCES**, such as plumbing failures, fire, etc., it may become necessary for the City of Fife to cancel a reservation. The City reserves this right. In the unlikely event this should become necessary; every effort will be made to provide reasonable notice. However, this may not be possible in all circumstances. The City of Fife shall provide a full refund in such cases. Responsibility for making alternate arrangements remains that of the renter.
7. **INSURANCE:** The renter will, upon request, provide the City evidence of Commercial General Liability Insurance with a minimum of \$1 million dollars per occurrence. The City of Fife shall be named as an Additional Insured on said policy. This insurance will protect the renter and guests while using City property and is to indemnify against loss resulting from bodily injury and/or property damage. Any insurance broker or agency can help obtain the proper coverage. Insurance can be obtained through Washington Cities Insurance Authority (WCIA) third party Insurance Broker. This must be done online and each renter is responsible for their own insurance processes. The Certificate of Insurance is due 45 days before the rental.
  - Go to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
  - Scroll down to enter facility code, TYPE IN: 0465—063
  - Then answer the questions. Make sure to not click to duplicate your address, otherwise it will not work. Type your address in both times.
  - If you need further assistance, please call 1-800-507-8414.
8. **SET UP/TAKE DOWN PROCEDURES:** During the weekday rentals, the staff may need assistance with setup and take down due to time constraints. These services are provided as part of the rental during the weekends. Scheduled rental times must include your set-up and clean-up time. Center staff will be on site to set up tables and chairs as per arrangement provided by the renter. Center staff will also be responsible for set up of all City of Fife owned audio/visual equipment rented.  
 (NOTE: The room(s) rented will be available at the start time of the rental to begin setup. Renters will not be allowed in the building prior to 8:00 a.m. or rental time.)
9. **CLEANING RESPONSIBILITIES:** The renter will be responsible for clean up at the end of the rental, which includes:
  - 1) **Please wipe down tables & chairs first, so staff can put them away,**
  - 2) Removal of all decorations,
  - 3) Trash placed in trash bags and placed in outdoor dumpster,
  - 4) Full cleaning of kitchen with disinfectant,
  - 5) General pick up of facility.
 All balloons must be removed from the facility after the rental. Any kitchen equipment used must be cleaned. All belongings from the rental must be removed from the facility. If not, an additional fee may be charged. **The use of thumb tacks, staples and scotch tape are NOT allowed on the walls, floors, windows or tables.** Damage caused by these objects will be deducted from your deposit. Use masking tape only. Staff will be responsible for take down & removal of tables and chairs and all city owned audio/visual equipment.
10. **RENTAL OVER RUN FEES:** During the week and on Sunday, renters must be out of the facility no later than 11:00 pm. On Friday nights and Saturdays, renters must be out of the facility no later than 1:00 am. If a rental runs over 15-30 minutes, you will be charged for an additional hour; if the rental runs over 30-60 minutes, you will be charged for 2 additional hours.
11. **RENTAL WALK-THROUGH:** The designated renter (name on the rental agreement), must walk through the complex with the Center staff 15 minutes

**prior to the rental end time to complete the Center Check List. This individual must be noted on the rental forms, if it will not be the renter.** Before the renter leaves, they must do a final walk-through with the City Staff and sign the “Rental Inspection Checklist”. The City Staff will note any discrepancies on the checklist. The monetary charges for damages will be determined by the Recreation Services Supervisor and or/ Department Director. Maximum occupancy is no more than 225 individuals (each room has a 75 maximum person capacity). The rental contact is responsible for any breakage or damage to the building or equipment. The damage deposit will be used to pay for expenses related to additional costs for repair, replacement, or damage as related to your event. Additional charges will apply should the amount exceed the damage deposit.

**12. CONSUMPTION OF ALCOHOL** will be permitted as long as the following requirements are met:

- A Washington State Banquet Permit is to be obtained and displayed in the room during the entire event. Said permit is obtained through any Washington State Liquor store and must be submitted to the Fife Community Center Supervisor no later than fourteen (14) days in advance of the event. Failure to comply with these requirements will result in forfeiture of your deposit and all rental fees.
- All alcoholic beverages must be consumed within the building. Alcohol cannot be consumed in vehicles or in the parking lot.
- Adequate chaperones, as necessary, must be provided by the renter. Minors may not consume alcoholic beverages. Violation may result in immediate cancellation of your event.
- **Glass bottles are not allowed in the center.** (Champagne and wine are allowed if they are poured into glasses).

**13. TYPES OF ALCOHOL ALLOWED:** Beer, wine, and champagne are the only alcoholic beverages allowed in the center. The renter must be the sole provider of alcohol and can only bring the alcohol in before the event starts. Attendees are not allowed to bring alcohol into the facility. **NO HARD LIQUOR PERMITTED, BEER & WINE ONLY.**

**14. INSURANCE REQUIREMENTS:** Please look on page two for directions on how to obtain.

**15. SECURITY REQUIREMENTS:** As a condition of renting the Community Center, City Staff may require the use of security officers, (Off Duty City of Fife Police Officers). The City Staff shall determine the required number of security officers. The renter is required to pay the City in advance, for the additional cost (\$75 per officer/hr) for the officers. **If the rental is cancelled within 30 days of the rental, the money paid for the police will not be refunded.** Any youth event larger than 150 people, which includes the consumption of alcoholic beverages, is required to have security at their event. All groups will be required to provide a Point of Contact, (who will stay coherent during the event), at the Center entry doors to work with City staff and security officers to ensure that only invited guests are allowed into the event. During events in excess of 150 people, the side (north) door will be the only point of entry into the facility.

**16. KITCHEN:** The Kitchen is available to rent on weeknights and weekends for \$100. Renters are allowed to use the stove and oven for cooking purposes; however the grill will be off limits. The grill may only be used by approved caterers that have obtained permission from the Community Center Supervisor.

**17. PROVIDED EQUIPMENT:** The City of Fife provides tables and chairs for the room(s) rented. The costs of these are included in the room rental fees. Tablecloths are not provided. 225 chairs available,

- 21 long tables, 8'x 2'5"
- 7 round tables, 4' (diameter)
- 9 round tables, 5' (diameter)

The center has a coffee pot, podium, screen (room 2), and white board for use free of charge. Use of the sound system in room 2 is available for an additional fee of \$50/day. Additional equipment brought in by the renter must be approved by City Staff 45 calendar days prior to the event. Note: We do not supply AV Equipment, a projector or a phone. The City of Fife Staff does not have an IT technician on site.

- 18. MAXIMUM CAPACITY:** The maximum capacity of the Fife Community Center is 225 people. The maximum capacity shall not be exceeded. If it is, the rental will be shut down immediately and all rental fees will be forfeited.
- 19. THE RENTAL WILL BE TERMINATED WHEN:** The City reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination by authorized City personnel, for any of the grounds set forth below:
  - Physical damage to City property caused by an attendee, whether invited or not, or use of alcohol or tobacco in violation of city policy, or
  - Violation of any law, ordinance, or regulation of the State of Washington, Pierce County, by an attendee, invited or not, or
  - Failure to comply with City of Fife Staff direction, or
  - Intimidate or harass City Staff, or
  - A fight breaks out.

The Fife Community Center reserves the right to change or cancel the reservation if the facility is needed for Community Center or City of Fife business or if for some other reason it becomes unavailable.
- 20. RICE, BIRDSEE, CONFETTI, DANCE WAX** (etc): Use of such materials is not permitted inside the building or on the grounds and will result in forfeiture of the entire damage deposit.
- 21. MUSIC:** All music must be kept to a moderate sound level determined by City Staff. **Music must end at midnight for Friday night and Saturday rentals. All larger rentals must end an hour before closure.**
- 22. CANDLES:** Compliance with the City Fire Code and the City of Fife Fire Marshall requirements is mandatory. Lighted candles are allowed, however all must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container. Candles must be approved by City staff 14 calendar days before event.  
Exits may not be blocked by tables, chairs, staging, decorations etc.  
Please monitor children. Children under age of 12 must be supervised by an adult at all times. If children are not supervised, the parents and children may be asked to leave the premises.
- 23. PARKING:** Parking is available in the Community Center lots. **ABSOLUTELY NO PARKING WILL BE ALLOWED ON THE SIDE OF THE CENTER. THIS IS AN EMERGENCY FIRE LANE AND MUST BE KEPT CLEAR.** Facility is subject to periodic checks by City staff and law enforcement during event. Bands may park behind the Center next to the Kinoshita building, (2115 54th Ave E.).
- 24. SMOKING;** SMOKING IS NOT ALLOWED IN ANY CITY BUILDINGS. Smoking receptacles are located outside at the back, (east end), of the facility in the grass under canopies, (if it is raining). You must be 25 ft. away from any building entrances.
- 25. READERBOARD:** Use of the Center reader-board, for purposes of publicizing the event, is available for a \$35.00 fee. These are possible only when such changes do not conflict with the City's need to communicate information concerning its own events or programs. This shall be at the discretion of City Staff.

NOTE: Divider walls are ONLY to be moved or adjusted by City Staff.

# FIFE COMMUNITY CENTER

## User Fees

Room	Capacity	Rental Rates
<b>Individual Meeting Room</b> • Monday – Thursday, 8 a.m. – 11 p.m. & Friday 8 a.m.-5 p.m.	75	\$25 per hour for Residents \$35 per hour for Non-Residents
<b>Two Room Rental</b> • Monday – Thursday, 8 a.m. – 11 p.m. & Friday 8 a.m.-5 p.m.	150	\$45 per hour for Residents \$55 per hour for Non-Residents
<b>Multi-purpose Hall</b> • Monday – Thursday, 8 a.m. – 11 p.m. & Friday 8 a.m.-5 p.m.	225	\$65 per hour for Residents \$75 per hour for Non-Residents
<b>Individual Meeting Room</b> • Friday night 5 p.m. -1 p.m. & Saturday 8a.m.-1 p.m. • 4 hour minimum *Single room rental is not available on Friday nights or the weekends, until 60 days prior to the rental date.	75	\$60 per hour for Residents \$70 per hour for Non-Residents
<b>Two Room Rental</b> • Friday night 5 p.m.-1 a.m. & Saturday 8 a.m.-1 a.m. • 4 hour minimum	150	\$90 per hour for Residents \$100 per hour for Non-Residents
<b>Multi-purpose Hall</b> • Friday 5 p.m. – 1 a.m. & Saturday 8 a.m. – 1 a.m. • 4 hour minimum	225	\$120 per hour for Residents \$130 per hour for Non-Residents
<b>Sunday Rentals 8 a.m.-11 p.m.</b> • Individual Meeting Room • Two Room Rental • Multi-Purpose Hall • 4 hour minimum	75 150 225	\$45 per hr for Res/\$55 Non Res \$70 per hr for Res/\$80 Non Res \$90/hr for Res/\$100 Non Res
3rd Staff charge for larger rentals		\$20/hour
Kitchen Use (Evening & weekend rentals only)	N/A	\$100 flat rate
Sound System	N/A	\$25 Mon-Fri \$50 Fri night- Sun
Insurance	N/A	\$100-\$300
Security Guards (from 8 p.m. on for certain alcohol events)	N/A	\$75/Officer
Alcohol Banquet Permit (Alcohol events only)	N/A	\$10
DEPOSIT		\$250/\$500

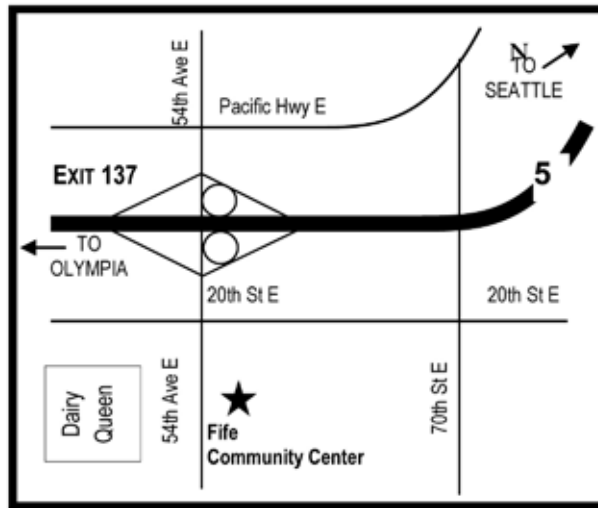
**Remaining balance and deposit are due 45 days before rental**

Non-Profits and Government Agencies receive a 25% discount off the lowest resident rate.

Overrun fees for room rental will be charged as follows: 15-30 minutes, hour charge; 30-60 minutes, 2 hour charge.

Rentals who reserve the facility 60 or fewer days before the rental date will receive a \$20/Hr. discount. Only applies to Friday night and Saturday rentals.

Fife is centrally located between Pierce and King Counties. The Fife Community Center is a great choice to hold events that are “Map-Friendly” for all your guests!



You can reach the Fife Community Center by traveling on I-5 or by using surface streets.

Travelling NORTH on I-5, take **Exit 137-South**, merge onto 54th Avenue East, and go straight through the 54th & 20th intersection traffic signal. The Fife Community Center is just ahead on your left, next to the Fire Station.

Traveling SOUTH on I-5, take **Exit 137** and take a left onto 54th Avenue East, merge onto 54th Avenue East, and go straight through the 54th & 20th intersection traffic signal. The Fife Community Center is just ahead on your left, next to the Fire Station.





# FIFE COMMUNITY CENTER

## Facility Use Agreement

1. DATE OF EVENT: \_\_\_\_\_
2. NAME OF EVENT SUPERVISOR: \_\_\_\_\_
3. NATURE OF EVENT: \_\_\_\_\_
4. DURATION OF EVENT (*including* Set-Up & Clean-Up): FROM \_\_\_\_\_AM/PM TO \_\_\_\_\_ AM/PM
5. ROOM(S) BEING USED (if known): \_\_\_\_\_
6. ESTIMATED ATTENDANCE: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Total \_\_\_\_\_
7. WILL LIQUOR BE SERVED? Yes / No (If yes, you will need to obtain a Banquet Permit from a WA State Liquor Store).
8. WILL FOOD BE SOLD (Fund Raiser)? Yes/No (If yes, a temporary food establishment is required).
9. IS THERE AN ADMISSION CHARGE? Yes / No
10. IS THIS A 501(c)(3) NONPROFIT ORGANIZATION? Yes / No
11. Will law enforcement be required for security? Yes / No
12. Equipment Needed: ( )Chairs ( )Tables ( )Podium ( )Screen ( )Reader board ( )Sound System ( )Coffee Maker

I certify that I am the authorized representative of the above organization/group, have read and agree to be bound by the regulations, policies and fee schedules as described in the rules and procedures governing the use of the Fife Community Center, and that the information above is true. On behalf of the group I represent, I agree to supervise all activity on the premises and to comply with and enforce the attached rules and regulations during the time allocated for our group. I agree to and understand the fee schedule, charges and policies governing use of the Center by groups. **HOLD HARMLESS AGREEMENT:** On behalf of the group I represent, I agree to hold the Fife Community Center, the City of Fife, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of actions, demands, and claims, including the cost of their defense, arising in favor of the activity participant or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant in the above event except for those acts or commissions which are the sole negligence of Fife Community Center, the City of Fife, its agents, employees and officials.

Name & Title (if any) – Please Print	(Signature) (Date)
Street Address	Phone: (Home) (Cell)
City Zip	E-mail address

50% of total rental fee is due when booking reservation. Balance, Security deposit and proof of insurance (if applicable) is due 45 days prior to event. Make checks payable to "City of Fife." (VISA or MASTERCARD is also acceptable.)

						<FOR CENTER USE ONLY>
	AMOUNT	DATE PAID	DUE DATES	STAFF INITIALS	PACKET GIVEN	
Deposit	\$ _____	_____	_____	_____	_____	Yes
1/2 Rental Fee	\$ _____	_____	_____	_____	_____	No
Police Officers	\$ _____	_____	_____	_____	_____	
Remaining Fee	\$ _____	_____	_____	_____	_____	

# FIFE COMMUNITY CENTER

## Rental Fee Worksheet

Complete this worksheet to determine the approximate cost of your rental.  
Contact facility staff if you need assistance.

### IS YOUR EVENT WITHIN THE NEXT 60 DAYS?

Total Payment, plus applicable deposit is due when you submit your paperwork.

### IS YOUR EVENT DATE MORE THAN 60 DAYS AWAY?

When you submit your paperwork, please pay the amount below (the remainder is due 45 days prior to your event.)

Hourly Rental Fee:	\$ _____	X # of hours: _____	=	\$ _____
Other Fees, if applicable:				
RENTAL MONITOR FEE:	_____ \$20	X # of hours: _____	=	\$ _____
SECURITY OFFICER FEE:	_____ \$150	X # of hours: _____	=	\$ _____
SOUND SYSTEM FEE:	_____ \$25 or \$50	X # of hours: _____	=	\$ _____
KITCHEN FEE:	_____ \$100	X # of hours: _____	=	\$ _____
TOTAL:				\$ _____
Divide by 2 for				
<b>AMOUNT DUE NOW:</b>				\$ _____

### PAY THE REMAINDER, PLUS APPLICABLE SECURITY DEPOSIT (BELOW), 45 DAYS PRIOR TO YOUR EVENT DATE

REMAINDER OF RENTAL FEES:	\$ _____
SECURITY DEPOSIT:	\$ _____
<b>TOTAL AMOUNT DUE 45 DAYS PRIOR TO EVENT DATE:</b>	<b>\$ _____</b>

### SECURITY DEPOSIT:

- \$50 Non-Social Event or Small Event with 50 or less people without Alcohol
- \$250 Event with 50 or more people or any event with Alcohol.
- \$500 Large event with 150 or more people

### ADDITIONAL FEES & PAYMENT INFO

- If insurance is required to rent the center, it must be turned in 45 days before the rental.
- Alcohol permit is required if alcohol will be served at the rental, due to center 2 weeks before rental.

Additional fees may be incurred for cancellations, changes to rental time, additional cleaning, and repairs required that exceed the security deposit amount. We accept cash, checks, VISA and MasterCard. Requests received less than 14 days prior to event, must pay in the form of cash, VISA or MasterCard. Please make checks payable to the City of Fife.