



# Venue Rental Policies



## Connections Within Reach

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## PAYMENTS, DEPOSITS & CANCELLATIONS

### A. GENERAL INFORMATION TO RENT FIFE COMMUNITY CENTER:

1. For questions about our facilities, please contact our staff at [rentals@cityoffife.org](mailto:rentals@cityoffife.org) or 253-896-8654.
2. Rental reservations can be made up to 18 months in advance.
3. Must be at least 21 years of age to request to rent facility.
4. Applicant must be present and coherent during the entire rental.
5. Applicant is responsible for all aspects of the rental, including behavior of guests, payments of fees and deposits, and any damage done to the Fife Community Center and its equipment.
6. Any weekend/weeknight rental inquiries within 30 days of the requested rental date are not guaranteed their reservation until the Facility Rental Coordinator confirms staff coverage.

### B. PAYMENT PROCEDURES & DEPOSITS :

1. The facility deposit due at the time of booking 50% of the rental fee is due 60 days prior to the rental date. The remaining rental fees are due 30 days prior to the rental date. If the booking is made less than 30 days prior to the rental date, the full deposit and rental fees are due at the time of booking.
2. Payment options: cash, check & credit card (VISA, MASTERCARD, or DISCOVER)
3. **Non-profits and government agencies receive a 25% discount. To receive the discount, non-profits need to show proof of their status by giving a copy of their 501-C3 to the Facility Rental Coordinator.**
4. No rentals are available during City of Fife's observed holidays.
5. Renters booking 8 or more consecutive hours will receive 15% off rental fees.
6. Only one discount may be used per rental.

### SECURITY/DAMAGE DEPOSITS:

**\$100** One room

**\$250** Two rooms

**\$500** Full Hall

1. **Deposit is due at the time of booking. Deposit refund will be issued in the form of a check.**
2. As long as the facility is left in the same condition as it was found, the deposit is fully refundable and will be refunded by mail within 30 days following the event. Any party leaving without cleaning up will forfeit their deposit.
3. The Security/Damage Deposit is meant to cover any expenses related to damage to the facility, AND replacement/repairs of those damages. The renter will be charged additionally if those expenses exceed the deposit amount. A walkthrough is given before and after the event to determine the condition of the facility.

### C. RENTAL RUN OVER FEES & CANCELLATIONS :

1. If the renter runs over their reserved rental time, they will be charged double regular hourly rate (in 15 minute increments).
2. If the renter runs over the facilities hours of operation, they will be charged triple the regular hourly rate (in 15 minute increments).

Monday-Thursday: Facility closes at **11 p.m.**

Friday-Sunday: Facility closes at **12 a.m.**

### CANCELLATIONS:

1. If the cancellation is made 60 days in advance of the reserved rental date, the deposit will be fully refunded in addition to any facility rental fees already paid an administrative fee of \$25 or 10%, of any fees paid - whichever is greater. If the cancelation is made within 60 days of reserved rental date, only the deposit will be refunded.
2. **ALL CANCELLATIONS MUST BE RECEIVED IN WRITING or VIA EMAIL SENT TO [RENTALS@CITYOFFIFE.ORG](mailto:RENTALS@CITYOFFIFE.ORG)**

## INSURANCE

### A. INSURANCE:

1. The renter will, upon request or if alcohol is being served at their event, provide the City evidence of Commercial General Liability Insurance with a minimum of \$1 million 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 cover- age. 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 2 weeks before the rental.
2. **If you choose to go through WCIA to receive coverage for your rental:**
  - a. Go to <https://tulip.onebeaconentertainment.com/e/tulip/apply.aspx>
  - b. Enter facility code: **0465-063**.
  - c. Answer the questions. Make sure to not click to duplicate your address, otherwise it will not work.
  - d. Type your address in both times.
  - e. For further assistance, please call 1-800-507-8414.
  - f. Insurance fees ranges from \$100-\$300.
3. **If you choose to go through your own personal insurance company, the information below is what you can provide to your insurance agent to receive coverage for your rental.**
  - a. The City of Fife requires the industry standards:
  - b. \$1,000,000 Commercial General Liability, with \$2,000,000 in the aggregate, (Unless higher limits are required).
  - c. Requirements UNIQUE to the City of Fife:
  - d. Name the City of Fife as a Primary and Non-contributory Additional Insured on the policy.
  - e. In order to comply with a statement found in the upper right of the ACORD form, **please provide the endorsement page(s) from the policy(ies)**, evidencing Primary & Non-contributory coverage.
  - f. Sample Contract Language - if requested.
  - g. Put descriptive text of the project/event in the "Description of Operations" box.
  - h. The certificate holder should read: 'City of Fife'

## SECURITY, RESTRICTIONS & ALCOHOL

### A. SECURITY REQUIREMENTS:

1. **Additional staff (up to 2) may be required at certain events serving alcohol.**

2. The staff will be provided by the City of Fife and paid for by the renter.
3. At least one security officer may be required for events serving hard alcohol, and for youth-centered events (such as birthday parties for minors, youth organization fundraisers, baptisms, etc.) serving any alcohol (including wine and/or beer).
4. All groups will be required to provide a point of contact who will stay coherent throughout the entire event who will work with the Fife Community Center staff to ensure the safety of the attendees.
5. The renter is charged an additional cost of \$30 per staff member, per hour for the use of rental. These fees are non-refundable.

**B. RESTRICTIONS:**

1. **No use of RICE, BIRDSEED, CONFETTI OR DANCE WAX** .
2. **No pins, nails, staples** should be put into any walls, tables or doors.
3. **No packing or scotch tape** should be put on any walls, tables or doors. **ONLY BLUE PAINTER'S TAPE IS PERMITTED.**
4. **NO SMOKING is allowed in any City buildings.** Smoking area is located outside at the back of the building, at least 25ft from any building entrances. Please ask staff to show where it is, if there are smokers at your event.
5. **NO INFLATABLES** are allowed in the center or on center grounds.
6. **NO GLASS BOTTLES ARE PERMITTED.** See Alcohol section below.
7. **NO SMOKE OR FOG MACHINES.**

**USE OF ANY OF THESE RESTRICTED ITEMS WILL RESULT IN THE LOSS OF YOUR ENTIRE DEPOSIT.**

**C. ALCOHOL:**

1. Alcohol is permitted as long as the following requirements are met:
  - a. A Washington State Banquet Permit OR Special Occasion License is obtained, and a copy is given to the Recreation Coordinator no later than 2 weeks prior to the event. Obtain a license through the Washington State Liquor Board <http://liq.wa.gov/licensing/banquet-permits>
  - b. Alcohol must be served by a licensed bartender, or a person with a Class 12 Alcohol Permit. A copy of their credentials must be given to the Recreation Coordinator no later than 2 weeks prior to your event. A Class 12 Alcohol Permit can be obtained online at: <http://www.washingtonalcoholtraining.com/index.aspx>
  - c. Beer, wine, champagne, and hard alcohol are allowed and must be poured into cups. **No service of glass bottles is allowed.**
  - d. All alcoholic beverages must be consumed within the building. Alcohol cannot be consumed outside the building, in the parking lot or in vehicles.
  - e. The renter must be the sole provider of the alcohol, and can only bring the alcohol in before the event starts. Attendees are not allowed to bring alcohol into the facility.
  - f. Adequate chaperones, as necessary, must be provided by the renter. It is against the law for minors to consume alcoholic beverages. A violation of this will result in immediate cancellation of the event.

**FAILURE TO FOLLOW THESE RULES WILL RESULT IN THE LOSS OF YOUR ENTIRE DEPOSIT.**

2. Insurance coverage is needed for any event where alcohol is served. See Insurance Coverage section on page three.
3. Failure to follow any of these requirements may result in cancellation of the event or a forfeiture of rights to serve alcohol at the event.

## EQUIPMENT, KITCHEN & MISC .

### A. MAXIMUM CAPACITY:

1. 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.

### B. PROVIDED EQUIPMENT:

1. The Fife Community Center provides a variety of free equipment for the room(s) rented. This includes, tables, chairs, podium, projector\*, sound system, screens, and access to a commercial kitchen.

**225 Chairs**

**23 Large Rectangle Tables (8 'x2.5) seats 10**

**1 Small Rectangle Table (6 'x2.5) seats 6**

**13 Large Round Tables (5 ' Diameter) seats 8**

**8 Small Round Tables (4 ' Diameter) seats 6**

### C. KITCHEN:

1. Renters are allowed to use the stoves and ovens, one of the fridges and any of the counters for food prep. **The GRILL is off limits and may only be used by approved caterers that have obtained permission from the Facility Rental Coordinator.**
2. Hand-washing sinks are labeled and can ONLY BE USED FOR HAND WASHING.
3. It is the responsibility of the renter to clean and disinfect the kitchen. Anything left dirty or damaged, will result in a loss of deposit.

### D. MUSIC :

1. All music must be kept to a moderate sound level.
2. If the sound level becomes too high, City staff will ask to have it turned down to a moderate level.
3. All music must end at midnight Friday-Sunday and 10pm Monday-Thursday.

### E. CANDLES:

Compliance with City Fire Code and the City of Fife Fire Marshall requirements are mandatory:

1. Lighted candles are allowed. They must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container.
2. Candles must be approved by the Recreation Coordinator of Facilities 2 weeks prior to event.
3. Please monitor children under the age of 12 at all times when candles are present. If children are not being supervised and it poses a risk, the parents and children may be asked to leave the premises.

### F. PARKING:

1. Parking is available in the Community Center lots.

2. **ABSOLUTELY NO PARKING WILL BE ALLOWED ON THE SIDE OF THE CENTER. THIS IS AN EMERGENCY FIRE LANE AND MUST BE KEPT CLEAR.**
3. Short periods of loading/unloading are allowed at entrances and will be supervised by the Facility Monitor on duty.
4. For larger rentals, please ask the Recreation Coordinator about over flow parking.

## INSPECTION & CLEANING

### A. RENTAL WALK THROUGH INSPECTION:

1. The designated renter (whose name is on the rental agreement), or the designated individual stated on the rental forms, (if it's not the renter), must walk through the complex with the Community Center staff **at the start & end of the allotted rental time.**
2. **This** walkthrough is for the benefit of the renter and the Community Center to determine if any preexisting damage exists or if any damage was done to the building and its equipment during the rental. A checklist is used for each room stating the condition.
3. The renter is responsible for any cleaning responsibilities left undone, and breakage or damages done to the building and its equipment. The damage deposit will be used to pay for expenses related to costs for repairs, replacement or damages from the event. Additional charges will apply should the amount exceed the damage deposit.

### B. SET UP/TAKE DOWN PROCEDURES:

1. Community Center Staff will set up the layout of tables and chairs before the rental starts and take them **down after the rental has ended.** Please provide the staff with a layout plan for the rental two weeks prior to the rental date. Exits may not be blocked by tables, chairs, staging or decorations. The staff can assist with this and answer any questions.
2. The scheduled rental time must include any extra time needed to set-up, decorate and prepare for the event, as well as take down and clean-up. **NOTE: The room(s) rented will only be available at the start time of the rental. Renters will NOT be allowed into the building prior to the rental time.**

### C. CLEANING RESPONSIBILITIES:

1. Renter is responsible for cleaning up at the end of the event. This clean up time must be done within the rental time. For large events, the City of Fife recommends allowing 1-1.5 hours at the end of the event for clean-up.
2. **Cleaning responsibilities include:**
  - a. Wiping down and cleaning off all tables and chairs.
  - b. Removal of all decorations, balloons, tablecloths, wall decorations, etc.
  - c. Cleaning up all trash, placing it in the trash cans provided.
  - d. Clean up any major spills on the floor.
  - e. **Full cleaning of the kitchen with disinfectant** if the kitchen has been used.
3. **DO NOT STACK CHAIRS, MOVE TABLES, OR PUT AWAY ANY CITY -OWNED AUDIO/ VISUAL EQUIPMENT.** This is to be done by City Staff on duty **ONLY.**
4. **DIVIDER WALLS are ONLY to be moved or adjusted by staff.**
5. All belongings for the rental must be removed from the facility before the end of rental walk-through inspection. The renter will be charged extra if the rental runs over the allotted time.

## RENTAL TERMINATION

**A. RENTAL TERMINATION:**

1. The City reserves the right to immediately terminate the rental agreement for any of the grounds set forth below:
  - a. 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
  - b. Violation of any law, ordinance, or regulation of the State of Washington, Pierce County, by an attendee, invited or not, or
  - c. Failure to comply with City of Fife staff direction, or
  - d. Intimidation or harassment of City Staff, or
  - e. A fight breaks out.
2. **Upon notice of the termination by authorized City Staff, the rental applicant must agree to immediately vacate the premises.**
3. The Fife Community Center reserves the right to change or cancel the reservation if the facility is **needed for City of Fife business or if for some other reason it becomes unavailable. Due to any unanticipated circumstances**, such as plumbing failures, fire, etc., it may become necessary for the City of Fife to cancel a rental reservation. In the unlikely event this becomes 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.

**Rental Fees**

One-Room Rental	RESIDENT RATE	NON-RESIDENT RATE	MINIMUM RENTAL DURATION
Mon.–Thurs. 8:30am-11pm	\$65/hour	\$80/hour	No Minimum
Friday–Sunday 8:30am-12am	\$80/hour	\$120/hour	4 hours
Two-Room Rental	RESIDENT RATE	NON-RESIDENT RATE	MINIMUM RENTAL DURATION
Mon.–Thurs. 8:30am–11pm	\$85/hour	\$95/hour	No Minimum
Friday–Sunday 8:30am–12am	\$130/hour	\$140/hour	4 hours
Multi-Purpose Hall	RESIDENT RATE	NON-RESIDENT RATE	MINIMUM RENTAL DURATION
Mon.–Thurs. 8:30am–11pm	\$110/hour	\$125/hour	No Minimum
Friday-Sunday 8:30am–12am	\$155/hour	\$165/hour	4 hours



SECURITY DEPOSIT	
One room	\$100
Two rooms	\$250
Full Hall	\$500

## Specials and Packages

- 25% off for non-profits with 501C3 status
- 15% off when booking 8 or more consecutive hours

For more information, policies, rules and regulations, visit [CityofFife.org](http://CityofFife.org)

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