



Facility Use Agreement and Regulations

Island Center Hall

- Hours specified for facility use must include time the user will need for set-up and clean up.
- All **fees must be paid in full** when reservation is made. This includes: 1) Rental fee as specified on the District's Facility Use/Fee Schedule; 2) Non-refundable \$10 administrative fee; 3) Damage/cleaning deposit of \$150; 4) Alcohol surcharge fee of \$75 if applicable.
- The person signing the Facility Use Agreement is responsible for picking up and returning the key, and for checking the security of the building at the end of the event.
- Keys must be picked up by 4:30 pm M-F at the District office at Strawberry Hill Park. For weekend functions, keys must be picked up by 4:30 pm on Friday prior to the event. If not picked up by 4:30 pm on Friday, the renter will not have access to the facility for their weekend event and no refund will be issued.
- The person signing the Facility Use Agreement will accept liability for any loss or damage to the facility, building or grounds, resulting from use by their group. The extent of the liability is replacement or repair cost.
- **Cancellations** made 30 or more days prior to rental date will receive a refund of fees paid, less a \$10 cancellation fee. Cancellations made 8-29 days prior to rental date will receive a 50% refund of fees paid, less a \$10 cancellation fee. Cancellations made 7 days or less prior to rental date will receive no refund.
- Any events intended primarily for those under 21 years of age must have supervision approved by Park District staff. Such events will require one adult chaperone per 8 students. A list of chaperone names and phone numbers is required.
- The maximum occupancy for the building is 150 persons.
- No alcoholic beverages may be consumed at Island Center Hall.
- All Park District buildings are smoke free.
- Any decorations must be completely removed at the end of the event. No explosives, fire or incendiary devices of any kind may be used. No helium balloons or candles are permitted (except birthday candles on cakes).
- All evening events must conclude by 11:00 pm with clean-up finished by midnight.
- Before leaving, lights must be out, and both front and back doors locked and secure.
- Upon conclusion of the event, user is responsible for completing the "**Clean-up Requirements**" form. To receive a full refund of deposit, return the signed "Clean-up Requirements" check list when dropping off key. The building must be cleaned up and left ready for the next user.
- Keys must be returned to the District office one day after the event (or Monday if event is on the weekend).
- The District will refund the damage/cleaning deposit after District personnel determines that all fees have been paid in full and the facility is clean and in good repair.

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Island Center Hall

Facility Use Agreement and Regulations (continued from page 1)

I have read and agree to take full responsibility to ensure that my group adheres to the regulations for renting this facility. I do hereby understand that I am responsible for the supervision and control of all individuals participating in my event to ensure their safety and prevent personal injury and/or damage to the facility.

Additionally, I certify that I am authorized by my organization/group to sign this agreement for facility use, and as an authorized organization/group/event representative, I/we hereby agree to indemnify and hold harmless the Bainbridge Island Metropolitan Park & Recreation District and its officers, agents, employees, and volunteers from any and all losses, expenses, damages, demands, and claims in connection with or arising out of any injury, alleged injury, or death to any persons or damage or alleged damage to personal or real property, sustained or alleged to have been sustained in any manner in connection with, having arisen out of, or resulting from the use of this facility.

Name of Organization/Group _____

Name of Representative _____ Title _____

Signature of Representative: _____ Date _____
(Signator must be 21 years or older)

Date of Event: _____ From _____ am/pm To _____ am/pm

This Facility Use Agreement/Regulations form must be signed and returned prior to receiving facility key.

For office use:

Damage deposit: Amt paid: \$ _____ Date paid _____ Date returned _____

12/29/15