



## Facility Use Agreement and Regulations

### Pru's House

- 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.
- The maximum occupancy is 40 people.
- Access to the park is a narrow one lane road with lower bollard at entry to park and upper bollard at Pru's House. Upon arrival, User to unlock both upper and lower bollards, push them over, and lock them in **down** position so road is open to vehicles. Upon departure, User to: 1) bring upper bollard **upright** and lock in place so Pru's House is closed to vehicles; 2) leave lower bollard locked in **down** position so road is open for vehicles leaving the park.
- Parking adjacent to Pru's House is limited to two vehicles for event administration and special needs. Attendees and participants should park at the barn (follow signs) just south of Pru's House and walk 150 yards on the trail north of the barn to Pru's House.
- Alcoholic beverages may be consumed at Pru's House when the following conditions are met: Park District approval of Alcohol Use Permit; \$75 surcharge is paid; insurance and WSLCB permit or license requirements are met.
- All Park District buildings are smoke-free.
- Decorations must be completely removed at the end of the event. Tacks, push pins, nails or other wood marring adhesives are not allowed. Apart from use of propane in the fireplace, no explosives, open flame or incendiary devices of any kind may be used.
- All evening events must conclude by 11:00 pm with clean-up finished by midnight (except for approved overnight events).
- Before leaving, lights must be out, all windows closed and locked, and exterior 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 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.

**Pru's House**

**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