

# FACILITY RENTAL REQUEST FORM:

Community Events: Hilltop Neighborhood Residents, Church Members and Nonprofit Events.



**Peace Community Center**  
*"Touching Lives, Extending Peace"*



**Completed form and full payment must be received two weeks prior to the scheduled event to finalize the reservation.**

## *Event Information*

Title (if applicable)  
and Purpose of the Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
*(Please remember to include prep and clean-up)*

Frequency:  One-time Event  
 Recurring Event

### Area (s) of Facility Requested:

Multipurpose Room  Kitchen

If recurring please explain: \_\_\_\_\_

Conference Room

Daily  Monthly

Basement Classroom

Weekly  Yearly

Other: \_\_\_\_\_

End date: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Do you have any set up needs? (*note: we may not be able to assist*) \_\_\_\_\_

## *Contact Information*

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

The event is being held by a:  Neighborhood Resident  PLC Church Member  
 Nonprofit Organization  Other: \_\_\_\_\_

## *(For Office Use Only)*

Damage Deposit Amount: \$ \_\_\_\_\_ (\$50, 100, or 200)

Rental Fee: \$ \_\_\_\_\_

Staff Fee: \_\_\_\_\_ hrs needed x 15/hr = \$ \_\_\_\_\_

TOTAL RECEIVED: \$ \_\_\_\_\_ Received in Full on \_\_\_\_/\_\_\_\_/\_\_\_\_

Returned Damage Deposit Amount: \$ \_\_\_\_\_

# FACILITY RENTAL FEES & REFUND POLICY

## Community Events

| AREA OF FACILITY                                | Hourly | One Day for<br>0-49<br>People | One Day for<br>50-99<br>People | One Day for<br>100-150<br>People | Damage<br>Deposit |
|---|--------|-------------------------------|--------------------------------|----------------------------------|-------------------|
| Multipurpose Room (MPR):                        | NA     | \$200                         | \$275                          | \$350                            | \$200             |
| MPR – Party Rate:                               | NA     | \$75                          | \$150                          | \$225                            | \$200             |
| MPR – Basketball Court:                         | \$25   | NA                            | NA                             | NA                               | \$200             |
| Ray Conference Room or Base-<br>ment Classroom: | \$25   | NA                            | NA                             | NA                               | \$100             |
| MPR Classroom/Choir Room:                       | \$15   | NA                            | NA                             | NA                               | \$50              |

**Multipurpose Room (MPR):** This is a one-day rental of the multipurpose room. These rates are used for wedding receptions, fundraising events, or any event where a meal is served.

**MPR – Party Rate:** This is a one-day rental of the multipurpose room. These rates are used for any event that simply wants to serve a snack (anything that is not served hot). These rates are for birthday parties serving cake, a baby-shower or other events where a meal is not served.

**MPR –Basketball Court:** An hourly rate specifically for teams, groups or individuals who would like to use the basketball court.

**Ray Conference Room:** A furnished boardroom for up to 12 people and rented by the hour, where snack and drinks can be served.

**Basement Classroom:** The large basement room is furnished with table(s), chairs, refrigerator, and microwave, sink and has easy access to restrooms. Larger than the conference room, can easily seat 25 at tables, more if set up with just chairs. This room is rented by the hour, and food and drinks can be served.

**Classroom/Choir Room:** Smaller meeting rooms for 10 to 15 people and rented by the hour, where snacks & drinks can be served.

*Please note: A staff person may be required to be present during the event. If the event occurs outside of regular staff hours, a \$15 per hour fee may be charged to the renter. You will be notified of this cost before your space reservation is finalized.*

### Understandings

- One day is defined as one day of the week (i.e. Monday) and *not* a 24-hour period.
- Damage deposit must be paid to reserve facility.
- Completed form must be submitted and signed two weeks prior to the event.
- Full payment must be made two weeks prior to the scheduled event to finalize the reservation.

### Refund Policy

- Damage deposits, at the Center’s discretion, are completely refundable if *Rules and Understandings* are followed.
- Rental fees are refundable for cancelled events as follows
  - Up to 30 days prior to event - 100% Cost Refunded
  - 29-14 days prior to event - 50% Cost Refunded
  - 13 days prior to event or less - 0% Cost Refunded
- Damage deposit is refunded in full if the Center is not used.

# FACILITY RENTAL RULES & UNDERSTANDINGS

## Community Events

Thank you for choosing Peace Community Center as the location of your event. We are excited to share this facility with you. Please read the following rules and understandings before signing the *Facility Rental* or *Facility Use* forms. If you do not understand any of the below items or have questions, do not hesitate to ask for clarification. Please bring your questions to the attention of Bill Hanawalt, Executive Director, (253) 383-0702, [billh@peacetacoma.org](mailto:billh@peacetacoma.org).

### Rules:

1. Do not change or alter the facility or its furnishings without the consent of the Executive Director. Once consent has been granted, it is the renter's responsibility to return items to their original position.
2. Smoking is not permitted inside the facility. Smoking is permitted outside the Center with the understanding that all cigarettes are collected in a non-flammable container.
3. Alcohol is not permitted on the property of the Center or Church including, but not limited to the facility, yards, entrances, and parking lot.
4. Do not use tape to post things to the wall. Please use white sticky tack (available upon request).
5. Minor clean-up of the facility is required including returning items to their original place within the Center, cleaning up major and minor spills, removing things posted to walls.
6. If more than one garbage bag of trash is produced, the organization renting the facility is responsible for the removal of the excess trash.
7. Use the parking lot west of the facility for parking (the lot directly behind the Church). Please fill this lot before parking on neighborhood streets. If there is a need to park on neighborhood streets, please use S. 21<sup>st</sup> St. between Ainsworth and Cushman.
8. If your event produces a large amount of garbage/waste, please take it with you after your event. We often do not have room in our garbage can for extra waste.

### Understandings:

1. Community Center staff is not responsible for letting your group into a locked facility or locking up after your event. It is your responsibility to check out a key *before your event*, or establish an agreement with a key holder *before your event*.
2. The Church building is not included in the rental of the Center.
3. The classrooms and choir room adjacent to the multipurpose room are not included in the rental of the multipurpose room.
4. Renting the facility for one day is restricted to one calendar day not a 24-hour period spanning 2 calendar days.
5. Other Center and/or Church groups may need to use parts of the facility you are not renting during your rental period. We wish to be of service to both you and neighborhood in which we are located and will endeavor to minimize these conflicts to the best of our ability.
6. If a Peace Community Center or Peace Lutheran Church sponsored program needs to use the facility, your group will be notified at the earliest possible date, no later than 2 weeks before your scheduled event, to reschedule your event.

***Failure to follow any of the above Rules or Understandings may result in partial or full forfeiture of your Damage Deposit.***

**Care of Facility**

The organization/applicant agrees that insofar as possible, the facilities used will be left clean and furniture moved will be moved to its original position (see *Facility Use Rules and Understandings* for more information).

**Scheduling Conflict Understanding**

The organization/applicant understands that in the event that a Peace Community Center or Peace Lutheran Church sponsored program needs to use the facility, your group will be notified at the earliest possible date, no later than 2 weeks before your scheduled event, to reschedule your event.

**Custody & Control**

Pursuant to this agreement, the organization/applicant acknowledges that, with regard to any part of the property or building used by the organization/applicant’s group, including parking areas, and any stairs, steps, walkways, elevators, doors, or other areas of ingress or egress used by members of the organization/group, their employees or guests, the organization/applicant has care custody and control of said portion(s) of the property and or building. Therefore, the organization/applicant expressly agrees to defend, indemnify, and hold harmless the Peace Community Center, their board, their board members, Peace Lutheran Church, their members, their council, and their council members from and against any and all claims, whether valid or not, for loss of or damage to property, or injury to or death of any person or persons resulting from or arising in any manner out of the organizations use or possession of community center / church property or operations or activities conducted by the organization on community center /church premises, whether or not the accident, incident, occurrence or condition of the property out of which said claim allegedly arises is caused solely or in part by any negligent act or omission of the Community Center, their board, the Church, their council, or their (Community Center and Church) agents, servants and employees.

**Liability**

Proof of liability insurance by outside organizations using Community Center or Church facilities shall be required, as warranted in the opinion of the Community Center Board or Church Council. The Community Center Board or Church Council may also, at its option, require that the Community Center or Church be named as an additional insured on any such policy of insurance.

**Compliance Agreement**

I have read the above statements including the *Rental Fees & Refund Policies* and *Facility Use Rules & Understandings* documents and agree to comply with the instructions and will direct my group in the proper use of these facilities.

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| Printed Name of above<br>Organization Representative/Applicant | Signature of above mentioned<br>Organization Rep/Applicant | Date |
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|------------------------------|---------------------------|------|
| Printed Name of PCC Approver | Signature of PCC Approver | Date |
|------------------------------|---------------------------|------|