

# COMMUNITY BUILDING & WINOLEQUA PARK APPLICATION RULES & GUIDELINES



**IMPORTANT:** Full payment of all fees and deposits must accompany this completed application in order to request a reservation. Complete reservation requests are processed in the order which they are received.

**Please complete all the requested information:**

Requested Event Date(s): \_\_\_/\_\_\_/\_\_\_      Alternate Date(s) (if applicable): \_\_\_/\_\_\_/\_\_\_  
 \_\_\_/\_\_\_/\_\_\_      \_\_\_/\_\_\_/\_\_\_

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>COMMUNITY BUILDING</b> | <input type="checkbox"/> <b>WINOLEQUA PARK</b> | <input type="checkbox"/> <b>CAMPING</b>     |
| <input type="checkbox"/> Mon – Fri 8am to 4pm      | <input type="checkbox"/> Covered Area          | <input type="checkbox"/> 1 – 6 people       |
| <input type="checkbox"/> Mon – Fri 5pm to 10pm     | <input type="checkbox"/> Kitchen Area          | <input type="checkbox"/> 6 + people # _____ |
| <input type="checkbox"/> Fri – 5pm to 12am         | <input type="checkbox"/> Stage                 |   |
| <input type="checkbox"/> Sat – 8am to 12am         | <input type="checkbox"/> Baseball Field #1     |   |
| <input type="checkbox"/> Sun – 8am to 12am         | <input type="checkbox"/> Baseball Field #2     |   |
| <input type="checkbox"/> Holiday (all day)         |  |   |

Type of Activity Planned: \_\_\_\_\_

Event Type:  Private     Non-Profit     For Profit     Co-Sponsored by City

Applicant Name: \_\_\_\_\_

Business/Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please Check Yes or No to any of the following that apply:**

- Yes     No    **Applicant is a business or organization**  
*If yes, liability insurance is required, please provide a copy.*
- Yes     No    **Event is open to the public**  
*A Special Event Application may be required, please inquire.*
- Yes     No    **Non-profit organization**  
*If yes, please provide a copy of your 501 (c)(3) status letter to qualify for fee waiver excluding \$50.00 deposit fee and copy of liability insurance.*
- Yes     No    **Will you be charging admission, or using this event as a fundraiser?**  
*If yes, liability insurance is required, please provide a copy.*
- Yes     No    **Law enforcement will be required for security or traffic control**  
*If yes, liability insurance is required, please provide a copy.*
- Yes     No    **Will you be serving alcohol at your event?**  
*If yes, please provide a copy of banquet permit and liability insurance.*

Applicants required to have liability insurance must provide a certificate of insurance naming the City of Winlock as additional insured in the amount of no less than \$1,000,000 before building access will be issued. If alcohol is sold, additional liquor liability coverage is also required. Insurance can be purchased by going to [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com)

Banquet (alcohol) permits can be issued by going to <https://lcb.wa.gov/licensing/banquet-permits>. Permits must be posted at the event.

# COMMUNITY BUILDING & WINOLEQUA PARK

## APPLICATION RULES & GUIDELINES



### Fee Schedule

#### Community Building

|   |          |
|---|----------|
| Mon – Fri (8-4) .....                     | \$65.00  |
| Mon – Fri (5-10).....                     | \$65.00  |
| Friday (5-12).....                        | \$90.00  |
| Saturday (8-12am).....                    | \$150.00 |
| Sunday (8-12am).....                      | \$130.00 |
| Holiday.....                              | \$150.00 |
| Refundable Deposit.....                   | \$125.00 |
| Alcohol Use Deposit.....                  | \$100.00 |
| Lost or no key return.....                | \$25.00  |
| 501 (c)(3) refundable deposit w/waiver... | \$50.00  |

#### Winolequa Park

|  |          |
|--|----------|
| Covered Area (resident).....               | \$50.00  |
| Covered Area (non-resident).....           | \$65.00  |
| Covered Area + Kitchen (resident).....     | \$100.00 |
| Covered Area + Kitchen (non-resident)..... | \$130.00 |
| Stage.....                                 | \$50.00  |
| Alcohol Use Application.....               | \$100.00 |
| Refundable Deposit.....                    | \$50.00  |
| Baseball Fields (per field).....           | \$20.00  |

#### Camping

|                                   |         |
|-----------------------------------|---------|
| Per night.....                    | \$10.00 |
| Add. person per night/person..... | \$2.00  |

### Agreement

Applicant shall defend, indemnify, and hold harmless the City of Winlock, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of applicant's use of facilities, or from the conduct of applicant's business, or from any activity, work or thing done, permitted, or suffered by applicant in or about the facilities, except only such injury or damage shall have been occasioned by the sole negligence of the city.

I the applicant acknowledge that I have received, read, understood, and agree to adhere to all rules, regulations, and responsibilities of the City of Winlock. I hereby understand that failure to follow the rules, regulations and responsibilities will result in fines for penalties and/or labor and material expenses incurred at the City of Winlock facilities. Billings not paid within thirty (30) days of receipt will be turned over to a collection agency subject to fees assessed by the collection agency.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Winlock Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

#### FOR OFFICIAL USE ONLY

Amount PD: \_\_\_\_\_ Receipt #: \_\_\_\_\_  Check  Cash  Money Order  Credit Card  
 Liability Insurance Required  Yes  No Copy Rec: \_\_\_\_\_  
 Banquet Permit Required  Yes  No Copy Rec: \_\_\_\_\_  
 501(c)(3) Letter Required  Yes  No Copy Rec: \_\_\_\_\_

# COMMUNITY BUILDING & WINOLEQUA PARK APPLICATION RULES & GUIDELINES

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## General Rules & Regulations

1. Applicant is responsible for picking up the key for the Community Building at Winlock City Hall, between the hours of 8:30am to 4:30pm on the day of the event for weekday rentals, or on the last business day before a weekend or holiday rental. Applicant failing to pick up the key will not be guaranteed access, nor will they be refunded their rental fee.
2. All items brought in are to be removed by the end of the rental period, including food, materials, equipment, furnishings, and decorations. All garbage must be put in garbage bags and placed in dumpsters provided behind the building.
3. Applicant is responsible for cleaning up after themselves, locking doors and dropping the key in the drop box outside the Community Building side door upon completion of the event and must vacate the building by 10:00pm or 12:00am midnight depending on the day(s) scheduled, or will be subject to charges noted on the Assumption of Responsibilities.
4. DO NOT dispose of grease down drains or garbage disposal. Dispose of grease in a proper manner then remove from the facility.
5. All beverages must be dispensed in unbreakable containers.
6. Minors are required to have adequate adult supervision at all times.
7. No pets/animals allowed in the facilities except service animals.
8. When attaching decorations to facilities, please use masking tape or other non-marking hanging materials. DO NOT use tacks, push pins, nails, glue, adhesives, hooks, staples, or any other marking material that can permanently damage city facilities. No confetti, glitter, silly string, or other products that leave marks, stains, or residue. Candles are not allowed unless battery operated.
9. No political banners or signs allowed outside of the Community Building.
10. Groups planning to utilize amplified music/sound or speakers must receive permission from the City Clerk's Office.
11. Groups determined by the City of Winlock to need liability insurance must provide a certificate of insurance naming the City of Winlock as additional insured in the amount of no less than \$1,000,000 before building access will be issued. Insurance can be purchased online through the provider approved by the Washington Cities Insurance Authority (WCIA) at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) . Insert code 0465-026 for a quote and/or to purchase.
12. Possession or consumption of alcohol is prohibited unless applicant has purchased liability coverage through WCIA (noted above), and has obtained a banquet (alcohol) permit (if applicable) from the Washington State Liquor Control & Cannabis Board at <http://liq.wa.gov/licensing/banquet-permits> . Possession and/or consumption of alcohol must remain in the facility. **If alcohol is sold, additional liquor liability coverage is also required,** otherwise only the general liability insurance is needed.
13. The City of Winlock does not assume responsibility for personal property left unattended in the city's facilities.
14. The City of Winlock is not responsible for accident, injury, or loss of property.
15. **The misuse of any city facility or failure to comply with these regulations will be sufficient reason for denial of future reservations.**

# COMMUNITY BUILDING & WINOLEQUA PARK APPLICATION RULES & GUIDELINES



## Assumption of Responsibilities

The primary responsibilities of facility users are to follow the general rules and regulations, clean up after themselves, secure the building and vacate the facilities on time. Please note the expectations below:

### Community Building

**Building Access:** building may be accessed at 8:00am on the day of the rental.

**Floors:** sweep up any debris dropped or tracked in. Mop or wipe up all spills. Return materials to custodial area.

**Garbage:** knot garbage bags and place in dumpster located outside behind the building. Replace liners (provided) in cans.

**Restrooms:** Pick up any debris. Make sure toilets are flushed.

**Kitchen Area:** wipe down counters, stovetops and other areas used. Clean up any spills and remove all food and personal items, including those in refrigerator/freezer. Clean coffee pot after use.

**Tables and Chairs Set Up:** set up chairs and additional tables as needed. Stack of chairs can be easily moved on the chair carts they are stacked on. Tables can be transported on the table cart. Carts are to be used **ONLY** to move and store furniture! To avoid damage to tables, pick them up to move them – do not drag them.

**Tables and Chairs Take Down/Storage:** wipe down tables and chairs after use before storing. Set aside any broken tables or chairs. **DO NOT** put away dirty or damaged furniture. Stack all chairs on chair carts (maximum 10 chairs per cart) and store against the wall, facing the wall. **DO NOT** climb on or sit on chairs when they are stacked and/or on the chair carts. Fold and return all tables to table carts.

**Decorations:** all decorations must be completely removed prior to leaving the facility. See general rules and regulations page regarding decorations. Piñatas are not allowed.

**Closing:** Turn off the thermostat switch. Check that all personal items are removed from the building. Turn off lights (security lights stay on). Lock and secure all exit doors. Place key in the key box on the outside side door.

**Vacate Building:** building must be cleaned and vacated by 10:00pm or 12:00am midnight depending on day(s) scheduled.

Applicant shall be responsible for damage, excessive uncleanliness, and/or loss of city property and will be charged at the entire cost of repair, replacement, and/or labor expenses. Lost or un-returned keys will have a fee assessed.