



## Sno - Valley Senior Center Building Use Agreement

The Sno- Valley Sr. Center (SVSC) welcomes your interest in renting our facility. We encourage you to ask questions and tour the facility. Our goal is to partner with you to help your event be memorable. SVSC is our home and we ask that you abide by our regulations. For more information, contact 425-333-4152 or [svscrental@seniorservices.org](mailto:svscrental@seniorservices.org).

A few items for your consideration:

- **Reservations** may be made up to eighteen (18) months in advance prior to the desired date, and will be accepted at the discretion of the Center staff. Reservations are secured upon receipt of signed rental agreement with required deposit.
- Your reservation must include **time reserved** for needed set-up, decoration, deliveries, preparation and clean up. You are responsible for your own set-up and clean-up. No refunds will be given for vacating our facility prior to the contracted time. If the facility is not vacated by the contracted time, additional charges may apply. SVSC is available for rent evenings, weekends, and possibly even some weekday hours depending on scheduled SVSC activities and events.
- SVSC requires a **refundable damage deposit** for rentals. For events not serving alcohol the deposit is \$200 and for events that are serving alcohol the deposit is \$400 (in addition to obtaining a banquet permit from the State of Washington.) The \$200 damage deposit is due upon receipt of the SVSC Rental Application; it is required in order to reserve your desired date. The remaining deposit, if applicable, and rental fees must be paid in full at least 15 days prior to the event. The damage deposit check(s) is cashed on receipt of booking and will be returned, minus deductions (if any), within 30 days after the event. Deductions from the damage deposit may be made for damage to the facility or SVSC equipment, improper cleaning of the facility, failure to comply with noise ordinances or use of the facility outside of the contracted hours.
- Sometimes things happen and your best laid plans change. If your reservation needs to be **cancelled**, we ask for as much notice as possible.
  - If notice of cancellation is received less than 15 days prior to the contracted date, rental fees already paid will be refunded less a \$50 late cancellation fee and the \$200 damage deposit will be forfeited.
  - If notice of cancellation is received within 15-29 days of the event, rental fees already paid will be refunded less a \$25 cancellation fee and fifty percent (50%) of the deposit will be forfeited.
  - If notice of cancellation is received 30 days or more out, you will receive a full refund of the deposit and fees paid.

- You will be welcomed by a **Facility Monitor** at your scheduled start time and he/she will be in the building during your scheduled rental. This staff person is available to answer your questions about the building and help you locate any needed items. The charge for this required service is listed on the rental rate document. At a minimum, renters should check in with the Facility Monitor upon arrival and before departing in order to sign off on the Facility Checklist. Cooperation with the Facility Monitor is expected.
- As a rule of thumb, our **facility must look the same** when you leave as it did when you arrived. As necessary, this may include removing all your decorations, returning the furniture to its original position, emptying garbage cans into our on-site dumpster and wiping down the dining room tables. SVSC will provide the cleaning supplies and trash bags.
- If you want **decorations**, please bring your own. No nails or tacks that will mar the property are to be used. Candles must have adequate protection against fire and dripping. It is expected that you remove all decorations prior to vacating the facility. **Confetti, glitter and smoke machines are not allowed.**
- Any **equipment** brought in must first be approved by Center Staff. SVSC will provide tables, chairs, the kitchen refrigerator and use of the coffee machine. You will need to provide your own coffee, coffee condiments, napkins, table cloths and other supplies. SVSC will provide the coffee maker.
- Kitchen – **Dishes and other utensils may be used but only with advance approval of SVSC.** Kitchen should be left clean, wipe off all counters, appliances, clean the floor, sinks and turn off equipment. There *may* be space available in our walk in refrigerator but it must be requested in advance.
- If you plan to serve **alcohol**, you must obtain a Washington State Banquet permit prior to the event and prominently display it during the event. No alcoholic beverages are permitted outside of the building. Alcohol service must stop at least one (1) hour before the designated end time of your facility rental. You are responsible for the conduct and behavior of your guests and for anyone leaving the function under the influence of alcohol. You are responsible for knowing the Washington State Liquor Laws as they pertain to your event. Please make sure your guests drink responsibly. Underage drinking is strictly prohibited. Serving alcohol without proper approval, outside the defined conditions, and/or in violation of any of the above requirements, may result in a citation by Police, immediate shut down of your event, forfeiture of damage deposit and/or additional fees.
- If you plan to **serve food to the public**, you must obtain a Washington State Dept. of Health food handler's certificate and have it with you during the event. This is not needed for private parties; only if you are holding an event of some kind that is open to the public.
- Proof of **liability insurance** must be received and documented at least seven (7) days prior to the event.
- **Smoking is not permitted** anywhere in the building or within 25 feet of any door, window or passage way (RCW 70.160, the Washington Clean Indoor Air Act).

- Only **areas specifically stipulated** in the rental agreement contract shall be used for any event. Smoking, improper language or disruptive conduct in the Center is not allowed. Parties arranging for building use are responsible for damage to the property and equipment of the Center. Upon vacating the facility, parties are responsible for ensuring that guests leave the grounds and premises of the Center promptly.
- To **ensure the return of your damage deposit**, make sure to leave the room(s) in the same condition that you found them, clean and useable for the next guest. Make sure to follow the Facility Checklist and have the Facility Attendant check things before you depart. He/she will point out any problem areas. You will be asked to sign the Facility Checklist upon your departure.
- **Any cleaning and/or repairs** that require SVSC staff attention will be charged at \$25.00 per hour and will be deducted from your deposit. Any replacement/repair above the damage deposit will be billed to the renter.

SVSC is located in a residential neighborhood and we depend upon the goodwill of our neighbors. We are a community based non-profit agency, not a commercial rental center. If you believe that you or your guests will have trouble abiding by these Building Use Policies, then we respectfully suggest that your needs may be better met elsewhere.

*Note: the Sno - Valley Sr. Center reserves the right to change or cancel any part of a use agreement and related schedule facility. SVSC shall have no liability for loss or additional expenses or inconvenience caused by weather or for any other reason. SVSC is not responsible for personal property.*

**I acknowledge that I have read and understand these Building Use Regulations. I understand that I may be financially and legally responsible for the behavior and well-being of myself, my event, and my guests.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_