

Operating Guidelines
and
Procedures

CAMAS
COMMUNITY
CENTER

1718 SE 7th Ave.
Camas, WA. 98607
(360)834-5307
www.cityofcamas.us/parksrec



ROOM DESCRIPTIONS

- Ballroom – A spacious, 2400 square foot room complete with a 1500 square foot dance floor makes it perfect for large weddings, company celebrations or family reunions. The versatile dance floor is covered in 3 carpets that can be removed to expose the dance floor to size.

Room capacity – 300 people

- Reception Room – This charming, decorated room is ideal for anniversary parties, birthday parties, baby/bridal showers and seminars.

Room capacity – 50 people

- Conference Room – This room works well to conduct productive meetings.

Room capacity – 50 people

- Kitchen – Fully equipped with an industrial-sized refrigerator and dishwasher, oven, stove, microwave and coffeemakers.

FEE SCHEDULE

| | <u>Mid-Week</u> <u>M-F(am)</u> | <u>Weekend</u> <u>F(pm)-Sun.</u> | <u>Long term</u> <u>M-Th</u> |
|-----------------|-----------------------------------|-------------------------------------|---------------------------------|
| Reception Room | \$100/day | \$200/day | \$20/hr |
| Conference Room | \$75/day | \$150/day | \$20/hr |
| Ballroom | \$200/day | \$400/day | \$20/hr |
| Kitchen | \$50/day | \$75/day | \$20/hr |

Deposit - \$500/refundable

AV Equipment - \$100/non-refundable

Alcohol Use fee - \$100/non-refundable

Key call back fee - \$150

*Note

-Mid-Week is Monday through Thursday, and Friday till 1:00pm.

-Weekend is Friday after 1:00 pm through Sunday.

-No rental fee will be charged for non-profit groups who are community based and IRS recognized, City of Camas-Sponsored events, School-sponsored events, or governmental agencies that reserve the facility Monday through Thursday, between the hours of 8:00 am and 5:00 pm and Friday before 1:00 pm. You must show proof of insurance.

If serving alcohol, the following documents are required:

- State of Washington Banquet Permit

This permit can be obtained from a local State of Washington liquor store. Submit a photocopy of the approved permit with your Facility Use Request. Keep the original to post at the facility during the event.

- Certificate of Insurance

Additional insurance is required for events serving alcohol, contact your insurance agent for this document. Submit an insurance certificate with the Facility Use Request, listing the following:

1. Alcohol Liability
2. \$2,000,000 General Aggregate, \$1,000,000 per person, per incident
3. City of Camas listed as additionally insured.
4. Date, time and location of the event

- Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Camas. Contact your insurance agent for this document.

If coverage cannot be obtained through a private carrier, contact Washington Cities Insurance Authority at (206)575-6046. All requests made through WCIA must be done at least 30 days prior to the date of the event.

- A "Special Event Insurance Application for Tenant/Users and Instructor Events of WCIA (Washington Cities Insurance Authority) Member Facilities" will be required for proper insurance coverage for usage of the Camas Community Center. Special event insurance requires \$2 million general aggregate in coverage per occurrence; liquor liability is an added premium to the policy and will also require \$2 million dollar coverage. The renter must provide the Community Center Manager with proper evidence of said, WCIA approved coverage no later than four weeks (28) days in advance of the event. Failure to comply with these requirements may result in forfeiture of your deposit and all rental fees. The website for insurance is www.ebi-ins.com/tulip.

REQUIREMENTS FOR SERVING ALCOHOL

Proper Licenses and permits are required to serve on public grounds. A \$100 non-refundable fee payable to the City of Camas is required to have alcohol at your event.

If alcohol will be served at the event, be advised of the following policies and procedures:

- It is illegal to serve liquor to anyone under the age of 21.
- The sale of alcohol is not permitted.
- Alcohol service is limited to beer and wine only. hard liquor is not allowed. Alcohol must be served in the area designated on your rental permit.
- A Washington State Liquor Control Board Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Camas a minimum of 30 days prior to the event.
- The renter is responsible for the conduct and behavior of drinking guests.
- It is recommended that alcohol stop being served a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.
- Certificate of insurance.

-Non-profit groups renting on weekends will be charged the mid-week rates.

-Individuals living inside the City limits of Camas will receive a 20% discount with proof of residency.

-Groups will be assessed a \$500.00 refundable deposit which will be deposited upon receipt. The facility will be inspected after your use. If the facility passes review, your deposit will be mailed within thirty days.

GENERAL OVERVIEW

Agreement:

A facility use agreement must be confirmed in writing by an authorized representative of the group applying.

Facility Use and Group Conduct:

Use of the facility shall comply with the Community Center Guidelines and procedures. Orderly conduct shall be required and members of the renting group shall confine themselves and their activities to the areas specified in their Facility Use Agreement. It is expected that all areas used shall be left in a clean and orderly condition or the scheduling party will bear the additional costs associated with janitorial or staff cleanup.

Center Liability:

The City of Camas is not responsible for accidents, injury, illness, loss or damage of group or individual property. Each facility user will be required to sign a Hold Harmless Agreement.

Restrictions:

1. Smoking is not permitted in the Community Center.
2. Any use of alcohol requires prior authorization.
3. The misuse of the Community Center, failure to conform to the Center's regulations or City ordinance will be sufficient reason for termination of the Facility Use Agreement.
4. Music will not be allowed to be played after 10:00 pm.
5. Commercial, Religious and Political Parties can be authorized to use the Community Center if request is for a one-time event. Weekly classes, services, or campaign headquarters will not be an acceptable use of the Community Center.
6. A Southwest Washington Health District Permit must be obtained prior to the service of any food to the public. A copy of the permit shall be provided to the Camas Community Center staff.

ADDITIONAL CHARGES

- 1) Reserving groups may be required to pay for the cost of necessary building supervision. Level and type of supervision is to be determined at the time of application.
- 2) All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.
- 3) Any organization using the Community Center may be required to carry its own liability insurance. A copy of the policy and/or certificate indicating the coverage shall be left with the Parks and Recreation Manager.
- 4) Reserving groups who fail to pick up a facility key by the scheduled time will be assessed a \$150.00 call back fee.

RESERVATIONS AND SCHEDULING

1. Reservations must be made by phone or in person at the Lodge, 227 NE Lake Road. Reservations must be made no later than five business days prior to use.
2. Reservations can be scheduled up to six months in advance.
3. The Community Center closes at 10:00pm. Everyone shall vacate the building by 11:00pm.
4. Applicants shall submit required fees within 5 business days of making a reservation. Checks shall be made payable to the City of Camas.
5. The City of Camas or the Community Center reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate advance notice.
6. All long-term users will be required to sign a Facility Use Agreement that will last no longer than one calendar year.
7. Any additional room reservation, other than those stated in the Facility Use Agreement, will be subject to the one time user rate. No refund will be given for any unused portion of the Facility Use Agreement.
8. The Parks and Recreation Director may waive or alter any user fee upon Parks and Recreation Commission Approval.
9. Cancellation of one time events must be made in writing two weeks in advance of the day of intended use. Failure to notify the Community Center in writing will result in a denial of a refund. In the event of unavoidable cancellation, one of the following conditions must be met in order to get a refund:
 - a) Weather – we abide by the Camas School policy. If the school closes and you cancel, we will offer a refund.
 - b) Community Center – If the Community Center has to close for any reason, you will be offered a refund.

GENERAL REGULATIONS

- 1) Children are not permitted inside or outside the building without adult supervision (21 years or older).
- 2) Any person violating the established rules and regulations or constituting a public nuisance will be required to leave the facility and the function will be terminated.
- 3) Any decoration, covering or changes to the facilities must be discussed at the time of signing the Facility Use Agreement and put into writing as part of the Agreement.
- 4) All plants or shrubs must have water proof containers.
- 5) The burning of candles, the use of any open flame or the use of non-fireproof materials for decorating purposes, is as a general rule not permissible in a public building. Prior clearances must be obtained from the Manager and approved by the Camas Fire Marshal.
- 6) The users shall be liable for any damage to equipment or property. If after an activity, additional maintenance is required, the user will be charged accordingly.
- 7) Only those facilities or equipment specifically designated on the approved application are to be used.
- 8) The user shall be responsible for the removal of all personal and rented property after the function. All users are expected to do their own set-up, take-down and clean-up.
- 9) The City of Camas shall furnish heat, light and regular janitorial services only incidental to ordinary building usage.
- 10) The user shall procure at his expense, all permits and licenses required for the intended use or activity under the terms of the approved function.
- 11) Public dances are not allowed.
- 12) Gambling is prohibited except where permitted by Washington State Law.
- 13) Office phones may not be used unless authorized by staff on duty.
- 14) Facility Use Agreement cannot be transferred, assigned or sublet.
- 15) The Parks and Recreation Director or his duly authorized representative, shall have the right to enter all facilities at all times.
- 16) The user shall comply with all applicable City, County, State and Federal laws, rules, regulations or ordinances.
- 17) The City of Camas, its employees and agents are not responsible for any accidents, injury, illness or loss of group or individual personal property.
- 18) Any request for change in regulation must be made in writing and submitted in advance to the Parks and Recreation Commission for approval. Please see the Parks and Recreation Director for the next scheduled meeting.