

## Park Space & Community Center General Information & Fees



214 E. 4<sup>th</sup> St  
La Center, WA 98629  
Ph (360) 263-2782 Fax (360) 263-5700  
[www.ci.lacenter.wa.us](http://www.ci.lacenter.wa.us)

We are glad you are considering using one of our beautiful parks or the community center for your event. We take great pride in our public facilities and strive to keep our rental rates reasonable and the rental process simple.

### **Park Rental**

The gazebos/covered areas at Heritage and Sternwheeler Parks are available to be reserved. These facilities are free and available to the public on a first come first served basis. If you would like to reserve the gazebo/covered area a \$50.00 refundable cleaning deposit is required. If fifty (50) or more guests are anticipated an insurance certificate is required.

### **Community Center Rental**

Rental rates for the community center are charged based on use. **In addition to the rental fee a \$50.00 cleaning deposit is required.**

Meeting Room Only	\$15.00/hour (2 hour minimum)
Meeting Room with Kitchen Use	\$35.00/hour (2 hour minimum)
Kitchen Use Only	\$25.00/hour (2 hour minimum)
Full Use Event (more than 5 hours)	\$200.00

The Community Center currently has approximately twelve (12) sixty (60) inch round tables and one hundred (100) folding chairs. We make no guarantee that all of these tables and chairs will be available. Maximum occupancy is 114 sitting and 245 standing.

### **Non-Profit Rental Fee**

No rental fee will be charged for non-profit groups who are community based and IRS recognized, City of La Center sponsored events, school sponsored event, or governmental agencies that reserve the facility Monday through Thursday and Friday before 5:00 pm. Proof of insurance is required. Non-profit rental fee only applies to the facility rental fee and does not apply to cleaning deposit, damage deposits or fees for additional amenities.

## **Special Event Permit**

Depending on the type of event you are hosting, you may need a special events permit. Typically, if an event is going to involve more than fifty (50) people and/or impact public facilities such as streets or sidewalks a special event's permit will be required.

All organizations issued a special use permit for commercial use (sale of food, beverages, merchandise and/or admission) may be subject to an additional fee based on what is being sold and the volume of gross sales. These fees will be determined on an individual basis and may require a separate agreement.

## **Additional Questions or Special Amenities**

If you have additional questions or would like to request special amenities, please contact the Public Works Department at 360-263-7665.



# PARK SPACE & COMMUNITY CENTER RENTAL AGREEMENT

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Ph (360)263-2782 Fax (360)263-5700  
www.ci.lacenter.wa.us

Name of Applicant \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Organization Represented (If applicable) \_\_\_\_\_

Facility Requested \_\_\_\_\_ Specify Area (Parks Only) \_\_\_\_\_

Type of Event: \_\_\_\_\_

Rental Start Time \_\_\_\_\_ Rental End Time \_\_\_\_\_ No. of Attendees \_\_\_\_\_

The undersigned hereby specifically and expressly agrees to defend, indemnify and hold harmless the City of La Center and all of their officers, employees and agents from and against any claim, damage, liability, judgment, cost, penalties, attorney fees, etc. of whatsoever kind, on account of death or injury of any or all persons (including, but not limited to the City of La Center and all of its officers, directors, employees and agents) and/or on account of all property damage of any kind whether tangible, intangible or loss of use resulting there from, to any matter connected with the City of La Center, by an act, omission or negligence of the City of La Center, or any of its officers, directors, employees or agents except to the extent prohibited by law.

**\*\*\*Note: A refundable cleaning deposit in a minimum amount of \$50.00 is charged for all building rentals. If clean-up after your event is more than \$50.00, you will be responsible for the difference.\*\*\***

Signature \_\_\_\_\_ Date \_\_\_\_\_

*The following applies only if the individual or organization has hired employees working for the City of La Center Community Center, Concession Stand or related grounds during the time of rental.*

\_\_\_\_\_ specifically and expressly waives any immunity granted under the Washington Industrial Insurance Act, Title 51, RCW, or similar laws or other jurisdictions, and by signature below acknowledge that this waiver was mutually negotiated and agreed to by these parties. In the event of litigation between parties to enforce the rights under this indemnity provision, reasonable attorney's fees shall be allowed to the prevailing party.

### Office Use Only

Received by \_\_\_\_\_ Treasurer's Receipt No. \_\_\_\_\_ Key Color \_\_\_\_\_

Total Fees (including \$50 deposit) \_\_\_\_\_

Additional insurance rider on file? (Required for more than 50 guests) Yes No

# Community Center and Park Use Rules

The Community Center and park grounds are here to serve our community. Your assistance in maintaining the Community Center Building and park grounds during your event are sincerely appreciated by all community members who share your use privileges.

## Community Center Building

- Decorating – Please do not use any tacks, nails, staples etc. when decorating for you event. If you need to hang decorations please use special tape that will not damage the walls when removed.
- Key – The key is picked up the last working day prior to your event. The key fits the front door only. We request that if you open and unlock other doors during your event that you check carefully before leaving the building and make certain that they are all locked before you leave. Please return the key to La Center City Hall after your event. There is a lock box to the right of the front door for this purpose, simply drop the key in the lot on the top.
- Cleaning Supplies – The Community Center is furnished with paper towels, toilet tissue, mops and brooms (*located in the men's rest room*). Please provide additional supplies for large group use.
- Trash – All trash must be removed from the building when you are finished with your event. Please do not leave any trash in the kitchen cans or on the premises. All trash needs to be taken with you for disposal.
- Lights & Heaters – One light stays on permanently. The other lights are controlled from a switch located beneath the breaker panel in the kitchen area. Please **do not** enter the breaker boxes. For additional heat, please turn on the switch located on the entry wall by the heater. Please remember to reset the heater to the original temperature when you leave. The ceiling fan is controlled by the bottom switch near the front door.
- Cleaning – Please make certain that you clean the building after your event. Table's chairs and countertops must be wiped clean and restored to their original placement. The kitchen area should be cleaned, including all appliances. Please do not leave any food in the refrigerator. Please check the bathrooms and make certain they are clean and all trash removed. If you have paid a cleaning deposit, the building must be inspected and signed off by our Public Works Dept. prior to any refund. Eligible refunds will be processed at the next warrants payable cycle.

## **Exit Checklist:**

- Are the building and grounds clean?
- Have all decorations and tape been removed?
- Has the trash been removed?
- Are the lights turned off?
- Have all doors been locked and checked?

## Park Grounds

- Please do a “walk about” and make certain that the grounds are as you found them.

*We sincerely hope you enjoyed using La Center's facilities. They are an integral part of our community and we thank you for helping us to maintain them properly for all of us to enjoy.*