

# GMVCC Facility Use Regulations

The following regulations have been prescribed by the GMVCC Board of Directors. It is the intent of GMVCC to provide a worthwhile service and encourage the use of the facility by community groups for activities within its established policies. All persons or groups (herein referred to as Client) are required to read and sign a contract agreeing to the GMVCC Facility Use Regulations and conditions described in this document. Not all requirements apply to scheduled GMVCC sponsored activities or use by partner agencies.

- 1) Facility Use is prohibited for the following activities.
  - a. Any activity that interferes with the public safety or enjoyment of the facility.
  - b. Partisan political activity for the exclusive benefit of a particular political group.
  - c. Any inappropriate activity as determined at the sole discretion of GMVCC.
  - d. Use by a for-profit will be at the discretion of the Executive Director.
  
- 2) Client Responsibility and Liability
  - a. The *Facility Use Invoice/Agreement*, *Facility Use Regulations* and *Decoration Policy* must be signed by a responsible party over the age of 21. Parent chaperones must be present for any youth (under 21) event.
  - b. The Client accepts any and all responsibility and liability for the use and damage of the facility during the rental period. The facility is not to be left unattended at any time during the rental period. The Facilities Representative must be notified and contacted prior to vacating the facility.
  - c. The Client accepts all responsibility and liability for the conduct of participants and spectators associated with their event.
  
- 3) Smoking is prohibited in the building. Smoking is allowed outside in the designated parking lot area and in an approved courtyard location (***RCW law: RCW 70.160.075 smoking is prohibited within twenty-five feet of public places or places of employment***).
  
- 4) Alcohol is permitted for adult-sponsored functions and organizations. Youth participant programs or organizations may not serve alcohol at their events. The following restrictions apply:
  - a. Liquor cannot be served to any persons under the age of 21.
  - b. Client must comply with the Rules & Regulations of the Washington State Liquor Control Board.
  - c. Client must provide a Banquet or Special Use Permits prior to the event.
  - d. Client must provide a Certificate of Insurance prior to the event, which identifies GMVCC as an additional insured.
  - e. Client is responsible for obtaining any permits required by the city.
  - f. Individuals or groups using the GMVCC facility must comply with all applicable codes, ordinances and regulations.
  - g. Designated locations for alcohol consumption are strictly enforced. Alcohol consumption to remain inside the building and inside the fenced courtyard area only. Non-compliance will result in immediate dismissal off the premise and forfeiture of deposit. Other fees may apply.
  
- 5) If promotional materials are produced to advertise scheduled events, please provide GMVCC a copy.
  
- 6) Client is responsible for room set-up, clean-up and restoring the facility to the condition within which it was found.
  - a. Scheduled rental period includes set-up and clean-up time. Client will not have access prior to rental start time. The GMVCC Facilities Representative will meet with the Client at the beginning of the rental period to review instructions on hall usage and provide access to additional equipment and furniture as needed.

## GMVCC Facility Use Regulations

- b. Client will vacate the site by the scheduled end time or be invoiced an additional \$50 per half hour. Facilities Representative will meet with the Client at the end of the rental period to review the Hall Check List. The Hall Check List will be forwarded to a second Facilities Representative for final review and approval. If the check list is complete, per agreement, the deposit will be returned within 30 days.
  - c. Any damage to the facility is the sole responsibility of the Client and GMVCC will invoice the Client accordingly. [Refer to Decoration Policy \(Addendum 1\)](#).
- 7) GMVCC reserves the right to terminate any activity when in the opinion of the Facilities Representative the activity
- a. exceeds the purpose for which it was intended
  - b. is in violation of city, county or state law (e.g., minors drinking)
  - c. exceeds the commonly accepted limits of good behavior
  - d. presents a clear and present danger to persons and/or property
- 8) Facility Acknowledgement: GMVCC is not an air conditioned facility.
- a. If there is an emergency that involves the facility, please immediately notify the Facilities Representative. The Facilities Representative is on-call for emergencies during the rental period.
  - b. No activity that would scratch or damage the floors is allowed, e.g., roller-blading, skateboarding, heeilies/shoes, equipment intended for outside use, etc. [Refer to Decoration Policy \(Addendum 1\)](#).
  - c. Hall equipment includes:

*podium	* fifteen 5-foot round tables (seat 8 each)
* four 6-foot banquet tables	* chairs for up to 150 (100 padded, 50 folding)
  - d. The kitchen contains:

* microwave oven	* range
* 3 tray warming table with insert trays	* 50 cup coffee urn,
* dishwasher	* 14.8cf refrigerator/freezer
- GMVCC does not provide plates, serving dishes, cooking utensils or silverware.
- e. Use of audio/visual equipment requires an additional \$100 fee **and** attendance at a short demonstration of proper use of the equipment by a trained representative of GMVCC.
- 9) Fire Safety - Fire extinguisher locations:
- \*kitchen – left of refrigeration units
  - \* main hall – @ courtyard door, @ door to store room #2, @ double glass doors entrance
- a. When the kitchen stove/oven is in operation the hood fan must remain on at all times. The hood fan must be engaged to operate **10 minutes** prior to stove/oven usage and must remain on while stove/oven is in operation. **In the event of a stove/oven fire, the hood fan must remain on.** The stove/oven has a hood fire suppression system to be activated in the event of a fire. The activation pull-ring is labeled and located on the wall to the far right of the refrigerators. The hood fan must remain on.
  - b. The use of candles, open flames, pyrotechnics and fog machines are prohibited. Approval may be given for use of candle(s) for a specified ceremonial event, (birthday candles, wedding unity candles – candles that are intended to be extinguished in a short amount of time, lit 15 minutes maximum in a single safe location with adult supervision).
  - c. If Client requires the use of more than two electrical cords with multi-strips consult with the Facilities Representative prior to the start of the event.

## GMVCC Facility Use Regulations

### 10) Fee Schedule and Payments

- a. Damage deposits are required to schedule an event at GMVCC. The rental fee and any additional charges associated with the rental will be invoiced prior to the event. Payment of the balance due must be received 30 days prior to the event. A \$50 per hour fee will be charged for extended use with GMVCC pre-approval.
- b. Rental requests received 30 days or less prior to the event must be paid-in-full at the time of the reservation. Events will not be scheduled and dates will not be held without a signed Invoice/Agreement and receipt of payment-in-full.
- c. GMVCC reserves the right to terminate this agreement giving 30 days written notice.
- d. A refund processing fee of \$50 will be charged for cancellations received at least 20 days in advance of the event. No refunds will be made for cancellations less than 20 days prior to the event.
- e. GMVCC, at its sole discretion, may require the presence of an off duty police officer or other security to be in attendance during the event hours. GMVCC will make arrangements for security. The expense to be invoiced and paid by the Client.
- f. Damage fees are based on professional bids for repairs provided to GMVCC. The Client is required to pay any balance due for the entire amount that exceeds the security deposit.

<b>RENTAL</b>	<b>DEPOSIT</b>	<b>CLASS 2 (Non-profit Agencies)</b>	<b>CLASS 3 Organized Groups, Clubs or Associations</b>	<b>CLASS 4 Exclusive Events</b>
<b>Monday - Thursday</b> 6pm – 10pm Block	\$300 Class 4	\$100/block	\$125/block	\$300/block
<b>Saturday</b> 8am – 4pm Block	\$400	\$250/block	\$325/block	\$600/block
<b>*Friday/Saturday</b> 6pm – 1am Block	\$500	\$225/block	\$325/block	\$700/block
<b>Saturday All Day</b> 9am – 1am Block	\$500	\$350	\$500	\$1200
<b>Sunday</b> 8am – Noon Block	\$300	\$150/block	\$200/block	\$300/block
<b>Sunday</b> 2pm – 8pm Block	\$300	\$225/block	\$325/block	\$600/block
<b>Sunday All Day</b> 8am – 8pm Block	\$500	\$350	\$500	\$1000
<b>Audio/Visual System</b>	N/A	\$100	\$100	\$100