



**The Greater Maple Valley Community Center enriches the quality of life in our community by providing multi-generational social, recreational and educational activities & support services.**

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 facility use regulations and conditions described in this document. These requirements do not apply to scheduled GMVCC sponsored activities or 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. Commercial activity that promotes a for-profit product or service, such as Tupperware parties, garage sales, or multi-level marketing presentations.
  - d. Any inappropriate activity as determined at the sole discretion of GMVCC.
- 2) Client Responsibility and Liability
  - a. The Facility Use Agreement 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 Caretaker 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 and outside courtyard. Smoking is allowed outside in the parking lot area.
- 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 which includes GMVCC as an additional insured prior to the event.
  - 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.
- 5) Promotional materials produced to advertise scheduled events must be approved by GMVCC prior to distribution. Failure to comply may result in cancellation of the agreement.
- 6) Client is responsible for room set-up, clean-up and restoring the facility to the condition in which it was found.
  - a. Scheduled lease period includes set-up and clean-up time. Client will not have access prior to event start time. The GMVCC Caretaker 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.
  - b. Client will vacate the site by the scheduled end time or be invoiced at a rate of \$50 per half hour. Caretaker will meet with the Client at the end of the rental period to review and approve the Hall Check List. If the hall 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.
- 7) GMVCC reserves the right to terminate any activity when in the opinion of GMVCC staff the activity
  - a. exceeds the purpose for which it was intended
  - b. is in violation of county or state law (e.g., minors drinking, etc.)
  - c. exceeds the commonly accepted limits of good behavior
  - d. presents a clear and present danger to persons and/or property





The Greater Maple Valley Community Center enriches the quality of life in our community by providing multi-generational social, recreational and educational activities & support services.

- 8) Facility Equipment and Furniture
  - a. GMVCC is not an air conditioned facility.
  - b. A phone is available in the kitchen for emergency 911 use only. If there is an emergency that involves the facility, please notify our Caretaker immediately. The Caretaker is on-call during the rental period.
  - c. The piano is **not** to be moved as it may cause damage to both the floor and the piano. No activity that would scratch or damage the floors is allowed, e.g., rollerblading, skateboarding, etc.
  - d. Hall equipment includes a podium, eleven 5-foot round tables that seat 8 people each, six 6-foot banquet tables that seat 6 people each, and chairs for up to 125.
  - e. The kitchen contains a microwave oven, stove, steam table with 3 trays, 50 cup coffee urn and a dishwasher. GMVCC does not provide plates, serving dishes, cooking utensils or silverware. The salad bar is not included and may not be used.
  - f. Use of audio/visual equipment requires an additional \$50 fee and attendance at a short demonstration in use of the equipment by a trained GMVCC staff member.
  
- 9) Fire Safety
  - a. Fire extinguishers are located in the kitchen to the left of the refrigerators and in the hall behind the woodstove and near the double glass doors at the entrance.
  - b. 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.
  - c. The stove/oven has a hood fire suppression system to be activated in the event of a fire. The activation pull-ring is located to the right of the refrigerators, above the counter. The hood fan must remain on.
  - d. The use of candles, open flames, woodstove, pyrotechnics and fog machines is prohibited.
  - e. If Client requires the use of more than two electrical cords with multi-strips they will need to obtain approval from the Maple Valley Fire Marshal and provide GMVCC with a copy of the Fire Marshal's written permission prior to the rental event.
  
- 10) Fee Schedule and Payments
  - a. Security deposits are required to schedule an event into the GMVCC rental calendar. The full rental fee is required in lieu of deposit for Monday through Thursday.
  - b. 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. \$25 per hour fee for extended use with GMVCC approval.
  - 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 may at its sole discretion require a police officer or other security to be in attendance during the event hours. GMVCC will make arrangements for security. The Client will be invoiced at a rate of \$50 per hour (subject to change) for any required security.
  - f. Damage fees are based on bids for repairs provided to GMVCC. The Client is required to pay any balance due including any assessed repair costs that are in excess of the security deposit.

RENTAL	DEPOSIT	CLASS 2 (Non-profit Agencies)	CLASS 3 Organized Groups, Clubs or Associations	CLASS 4 Exclusive Events (Not Open to Public)
<b>Monday - Thursday</b> 6pm – 10pm Block	\$300 Class 4	\$100/block	\$125/block	\$300/block
<b>Saturday</b> 8am – 4pm Block	\$200	\$250/block	\$325/block	\$425/block
<b>*Friday/Saturday</b> 6pm – 1am Block	\$300	\$225/block	\$325/block	\$425/block
<b>Sunday</b> 8am – Noon Block	\$150	\$150/block	\$200/block	\$225/block
<b>Sunday</b> 1pm – 10pm Block	\$300	\$225/block	\$325/block	\$425/block
<b>Weekend All Day</b> 8am – 1am	\$300	\$350	\$500	\$625

Community-pdc\programs\Facility Rental\Forms

