

GMVCC Facility Use Regulations

Our mission is to make this facility available, by rental or by partnering, resulting in a benefit to the greater community and to the programs and services offered by the GMVCC.

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. Any inappropriate activity as determined at the sole discretion of GMVCC.
 - c. 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.
 - d. Client must provide the GMVCC proof of Event Insurance prior to the event. Corporations and organizations can substitute the purchase of Event Insurance by providing a copy of their Commercial Liability Insurance Certificate.
 - i. General liability limit \$1,000,000 per occurrence, \$1,000,000 Aggregate, and
 - ii. Liquor Liability \$1,000,000 per incident, \$1,000,000 Aggregate

- 3) Smoking, vaping and e-cigarettes are prohibited in the building and in the courtyard. Smoking is allowed outside in the designated parking lot area (***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 (**on line only**).
 - d. Client is responsible for obtaining any permits required by the city.
 - e. Individuals or groups using the GMVCC facility must comply with all applicable codes, ordinances and regulations.
 - f. 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.
 - g. Client must provide the GMVCC proof of Liquor Liability Insurance that lists the GMVCC as an additional insured.

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- 5) If promotional materials are produced to advertise scheduled events, the GMVCC logo should appear on the promotion with the wording “held at the GMVCC”, and a copy given to the GMVCC prior to the event.
- 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.
 - 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 partner rentals and will be on site during the private rentals.
 - b. No activity that would scratch or damage the floors is allowed, e.g., roller-blading, skateboarding, hee-ies/shoes, equipment intended for outside use, etc. [Refer to Decoration Policy \(Addendum 1\)](#).
 - c. Hall equipment includes:

*podium	*5-foot round tables (seat 8 each)
*6-foot banquet tables	* padded chairs for up to 200
 - d. Full use of kitchen is available for an additional \$250 fee and would include dishwasher, microwave, range, oven, refrigerator/freezer, 100 cup coffee urn, plates, mugs, serving dishes, cooking utensils and silverware.
 - e. Use of audio/visual equipment requires attendance at a short demonstration of proper use of the equipment by a trained representative of GMVCC.
 - f. The GMVCC is available for rental from 9am-10pm Sunday through Thursday and 9am-midnight Friday and Saturday.
 - g. The Main Hall capacity is not to exceed 200.
 - h. The parking lot (72 regular and 12 handicapped) is a shared use asset. The 84 spots are on a first come first serve basis.

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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.

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 half 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.

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PRICING

MAIN HALL FACILITY RENTAL – (Includes patio courtyard) Occupancy 200

Monday-Thursday

Available 9am-10pm, however call for availability as priority for time slots is given to our partner groups.

Friday and Saturday

Available 9am-midnight

Sunday

Available 9am-10pm

Private rental, groups, clubs, organizations and nonprofit *outside* the Tahoma School District Boundaries

Refundable deposit	\$300.00 due at time of reservation
Minimum 6 hour rental	\$150.00 per hour (includes patio courtyard)
Each additional hour over 6	\$100.00 per hour
Full use of kitchen	\$250.00 additional charge (includes: dishwasher, microwave, range, oven, refrigerator/freezer, coffee urn, plates, mugs, glasses, serving dishes, cooking utensils and silverware.)

Nonprofits - classified as only *within* the Tahoma School District boundaries and status under the following sections of the Internal Revenue Code (An organization with a pending application with the IRS will be considered as having their certification pending their approval). Proof of nonprofit status will be conveyed upon receipt of a valid IRS Letter of Determination.

- 501(c)(3) – Charitable Organizations
- 501(c)(4) – Civic Leagues and Social Welfare Organizations
- 501(c)(6) – Business Leagues
- 501(c)(7) – Social & Recreation Clubs
- 501(c)(8) – Fraternal Beneficiary Societies
- 501(c)(19) – Veterans’ Organizations

Refundable Deposit	\$300.00 due at time of reservation
No minimum rental	\$50.00 per hour (includes patio courtyard)
Full use of kitchen	\$250.00 additional charge

THE LIBRARY AND THE DEN FACILITY RENTAL – Occupancy Den 185

Monday-Thursday

Available 9am-10pm, however call for availability as priority for time slots is given to our partner groups.

Friday and Saturday

Available 9am-midnight

Sunday

Available 9am-10pm

\$50.00 per hour for the library
\$100.00 per hour for The Den

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GMVCC Decoration Policy

ADDENDUM 1

See also GMVCC Facility Use Regulations damage deposit and other fees.

WALLS

Absolutely NO: staples, push pins, nails, any sharp objects that will penetrate the wall surface, tapes and any adhesives that will cause visible damage from its original condition.

FLOORS

No skates, skateboards or heeled style shoes. Do not drag tables/chairs. It may be necessary to have at least 2 people move tables/chairs for set up and clean up.

CEILING

Do not cover, attach to or hang anything from light fixtures, vents, sprinkler heads or alarm devices.

WINDOWS & WINDOW PASS-THROUGHS

Nothing is to be affixed to windows, window trim or kitchen pass-throughs.

OTHER

Do not cover, attach to or hang anything on or over emergency signage, exit signage, fire extinguishers, extinguisher equipment or breaker/electrical boxes.

You are encouraged to use the decorative twine that is attached on the upper main hall walls, and over the wall pictures. All decorations are to be removed, taken and/or disposed of by the end of the rental period. Fees may be applied for any decorations left.

I am the authorized representative of the listed organization/group and have read and agree to the regulations/terms outlined in the GMVCC Facility Use Regulations. I agree to hold GMVCC, its agents, employees and officials, while acting within the scope of their duties, harmless from all causes of actions, demands and claims, including the cost of their defense, arising in favor of the activity participant or third parties on account of personal injuries, death or damage to property arising out of activities at the premises and in any way connected with the activities of the activity participant at the scheduled event except for those acts or commissions which are the sole negligence of GMVCC, its agents, employees and officials.

Client Signature _____

Date _____

Client Print Name _____