

**EXHIBIT A**

**Royal City Community Center**  
13702 Dodson Road S  
Royal City, WA 99357  
Community Center Management: 509-293-0144  
Facility Phone: 509-346-2052

**City of Royal City**  
445 Camelia St NE, PO Box 1239  
Royal City, WA 99357  
Information & Rental: 509-346-2263

<b>ROYAL CITY COMMUNITY CENTER RENTAL AGREEMENT</b>
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Renter: \_\_\_\_\_ Rental Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Type of Activity: \_\_\_\_\_  
Phone: \_\_\_\_\_ Reservation Period: \_\_\_\_\_  
Insurance Required: No \_\_\_ Yes \_\_\_ On File? \_\_\_\_\_

<u><b>RENTAL FEES</b></u>	Fri/Sat/Sunday/Holidays	Mon-Thurs	
Meeting Room & Kitchen (120 people)			
Half Day (4 hours or less)	\$125.00	\$ 85.00	\$ _____
Full Day (Over 4 hours)	\$250.00	\$175.00	\$ _____
Meeting Room Only (120 people)			
Half Day (4 hours or less)	\$ 85.00	\$ 40.00	\$ _____
Full Day (Over 4 hours)	\$175.00	\$100.00	\$ _____

**Nonprofit Organization** Fee Exempt Fee Exempt \$ 0

**Rental Fees due prior to rental date:**                      **RENTAL FEE TOTAL** \$ \_\_\_\_\_  
   **DATE RECEIVED** \_\_\_\_\_

**DEPOSITS**  
**Security Deposit:** \$500.00 is required before key will be issued                      \$ \_\_\_\_\_

Alcohol present: Yes or No (circle one)  
**Alcohol Deposit:** \$500.00 is required in addition to Security Deposit                      \$ \_\_\_\_\_  
   before key will be issued

**Nonprofit Organization**                      Deposit Exempt                      \$ 0  
   **DEPOSIT TOTAL**                      \$ \_\_\_\_\_  
   **DATE RECEIVED**                      \_\_\_\_\_

**REFUNDS**  
Clean-up service: Yes or No (circle one) \$50/hr deduct from deposit \_\_\_ hrs x \$50=\$ \_\_\_\_\_

**Deposit Refund:**  
Cleaning Charges \_\_\_\_\_ Damage Charges \_\_\_\_\_                      **DEPOSIT REFUNDED** \$ \_\_\_\_\_  
   **DATE REIMBURSED** \_\_\_\_\_

<b>Make check payable to: City of Royal City</b> <b>Send to: City of Royal City, PO Box 1239, Royal City, WA 99357</b>
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**SECURITY DEPOSIT:** A \$500.00 security deposit is required to be paid at City Hall before the key will be issued. The security deposit will be returned within two weeks after the rental date providing all the rules and regulations set forth in this form are followed. Any violation(s) of the rules and regulations set forth in this form will result in the withholding of the security deposit, and the renter will be billed for the balance if necessary. The determination of withholding all or part of the security deposit due to a violation of rules and regulations will be made by the Community Center Management or Mayor.

**ALCOHOL DEPOSIT:** A \$500.00 alcohol deposit is required, if alcohol will be served, in addition to Security Deposit before the key will be issued. If alcohol will be served a banquet permit must be obtained (available at liquor store) and a copy presented to the city clerk with the alcohol deposit.

**NONPROFIT ORGANIZATIONS:** Nonprofit organizations will be exempt upon providing a copy of Form 501C3 to city clerk. Nonprofit organizations will be exempt from cleaning fees with the understanding that the organization will be responsible for any cleanup necessary after use. If cleaning is not performed or damage is incurred, the nonprofit organization will forfeit ability to rent facility without deposits.

**INSURANCE:** Renter shall procure and maintain in force, **at the discretion of City of Royal City Staff**, without cost or expense to City of Royal City or Royal Golf Course Association, on or before the commencement date of this Agreement and throughout the Agreement term or as long as Renter remains in possession of the Community Center, a broad form comprehensive general liability policy of insurance covering bodily injury and property damage, with respect to the use and occupancy of the Facility with liability limits of not less than \$1,000,000, per occurrence. City of Royal City and Royal City Golf Course Association shall be named as additional insured on all such policies, which policies shall in addition provide that they may not be canceled or modified for any reason without fifteen (15) days prior written notice to City or Royal City. Renter shall provide City Clerk with a certificate or certificates of such insurance within ten (10) days of the execution of this Agreement.

## RULES AND REGULATIONS

1. **RENTER RESPONSIBILITY:** The undersigned renter shall be at least 21 years of age and shall be legally responsible for compliance with all articles of this rental request, and any damages, which may occur to the Royal City Community Center property as a result of the usage covered by this rental request form. The undersigned renter shall be present at all times during the reservation period. **No reservations will be taken on behalf of a second party.**

2. **HOURS:** Rental of the Royal City Community Center is for the designated times only unless special arrangements are granted at the request of the renter:

**Friday/ Saturday – 8:00 am until 1:00 am (Renter must vacate by 1:30 am)**  
**Sunday/Holidays – 8:00 am until 10:00 pm (Renter must vacate by 10:30 pm)**  
**Weekdays – 8:00 am until 10:00 pm (Renter must vacate by 10:30 pm)**

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3. **KEY:** The Renter is responsible for picking up the Royal City Community Center Key from City Hall on the last working day before rental between 8 am and 5 pm. The completed rental request form must be presented to the clerk by the renter (or representative) as proof of the rental on that day in order to obtain the building key. A photo copy of the renter's or representative's driver's license will be kept on file during the reservation period. At the end of the reservation period, all doors should be locked by the renter or your representative and the Community Center key deposited into the drop box located to the right of the front door of City Hall. **Failure of the renter or their representative to deposit the Community Center key in the key drop box will result in the renter being assessed all fees associated with re-keying of the locks.**

4. **DECORATIONS:** The renter is responsible for informing decorators of the following guidelines. All rooms may be decorated with any theme or color with the following restrictions. Absolutely no decorations may be attached to any drywall, metal, or wood surface. No decorations are allowed on the ceiling. Confetti and/or glitter are not allowed. Taper candles, party torches, luminaries, and/or lanterns are not allowed. **In addition, the community center management reserves the right to request that any decorations that are deemed offensive, present a safety/health risk or are otherwise inconsistent with use of City property be removed.**

5. **SET-UP:** The Renter is responsible for assembling and disassembling all tables and chairs. All tables and chairs must be handled carefully and gently. **DO NOT DRAG THE TABLES OR CHAIRS ACROSS THE FLOOR.** Part of the security deposit will be withheld for drag marks. Tables and chairs may only be removed from the building for use upon the deck.

6. **ADDITIONS:** Any items such as tables, chairs, large or unusual decorations, etc. that the renter would like to bring into or around the Community Center must be approved in advance by the community center management.

7. **CLEAN UP:** Unless renter has arranged in advance for clean up services, Renter is responsible for cleaning the rooms rented. Royal City Community Center will provide garbage cans and garbage bags for the convenience of the Renter. All cleaning supplies can be found in the utility room (broom, dust pan, mop and vacuum).

Renter must complete the following clean up:

- 1) Clean off all tables and chairs and wipe them down.
- 2) Sweep all linoleum.
- 3) Vacuum all carpet.
- 3) Clean up any food and/or drink spills.
- 4) Carefully take down Decorations.
- 5) Wipe all kitchen counters, stovetop, cooler (inside & outside).
- 6) Dispose of all trash items in the dumpster provided outside of the kitchen door.
- 7) Check/clean both bathrooms so they are left in the same condition they were at the beginning of the event -- pick up all paper towels, flush all toilets, and turn off all lights.
- 8) Check the grounds around the Community Center and parking lot where guests might have dropped cups, cans, and other debris.
- 9) Remove all signs to direct guests to the Community Center.
- 10) Leave the Community Center and grounds in the condition the renter found them.

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**8. SECURING BUILDING AFTER USE:** Renter is responsible for insuring the Royal City Community Center building is secured after use:

- 1) Turn off all lights.
- 2) Close all windows.
- 3) Lock all doors.
- 4) When leaving, make sure doors have shut and locked behind you.
- 5) Deposit Community Center key in the drop box located at City Hall.

**8. COMMUNITY CENTER PROPERTY:** Renter is responsible for any items or property belonging to the City of Royal City or the Royal Golf Course Association that are damaged or stolen during the reservation period.

**9. ALCOHOL:** Renter may provide alcohol in the Royal City Community Center in strict compliance with all the laws of the State of Washington which includes obtaining a banquet permit (available at liquor store). Any function providing alcohol must have a Security Guard present for the duration of the reservation period. Renter is responsible for securing one (1) Security Guard for each 100 people (101-120 guests require two (2) Security Guards). **NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES.** All persons must be able to prove their age to the Security Guard or Bartender if asked. All guests must keep alcoholic beverages in and around the Community Center. No guest may wander in to the golf course and/or parking lot with alcoholic beverages. Any person who cannot act responsibly with alcohol will be told to leave by the Security Guard or Community Center Management. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the Security Guard or Community Center Management.

**10. DRUGS AND OBSCENITIES:** Absolutely no drugs of any kind are allowed in the Community Center or on the grounds of Hawthorne Park. Renter is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises.

**11. BAR, KEGS, OR COOLERS:** Renter may not set a bar, keg, or coolers on the carpeted floor. Bars, kegs, or coolers may only be set on the tile floor, provided an absorbent material and a sheet of plastic is placed underneath the keg or coolers to catch any moisture.

**12. SMOKING:** The Royal City Community Center and deck is a **smoke free** facility with smoking restricted to a minimum distance of twenty-five feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means.

**13. DELIVERIES:** All deliveries of food, drinks, cakes, and/or decorations must be made during the reservation period at the Community Center. The Royal Golf Course Association and City of Royal City and its employees are not responsible for any items delivered ahead of schedule or left behind after the function.

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**14. ANIMALS:** Absolutely no animals or pets of any kind are allowed in or around the Community Center without prior approval by the Community Center Management prior to the reservation period.

**16. ACCESSORIES:** The following accessories are not permitted on the City of Royal City Community Center property without special permission from the Community Center Management: Moonwalks, Trampolines, Tents, and/or Canopies of any kind.

**17. SOUND AMPLIFICATION AND MUSIC:** Music including amplified sound will be permitted providing the sound from such activity does not exceed the level of 65 decibels within 150 feet of the building.

The undersigned, herein named RENTER, acknowledges that neither the City of Royal City, nor the Royal Golf Association is responsible for loss, damages, or injury, which occurs to any person or thing as a result of the usage, covered in this Rental Request Form.

Any damage to furniture, fixtures, walls, floors, ceilings, doors, mirrors, windows, tabletops or other property shall be the sole-responsibility of the Renter.

Renter shall be responsible for all actions and inactions of its guests, agents, caterers or any third-party present at the Community Center. By executing this Agreement, Renters agree to unconditionally indemnify and hold harmless The City of Royal City, Royal Golf Association and any of its directors, employees, principals and agents from any liability incurred and/or claims made by any acts, directly or indirectly, of Renter, its guests, agents, caterer or other third-parties, related, in anyway to the rental of the Royal City Community Center.

Renter acknowledges that the total capacity for the Royal City Community Center is 120 people and agrees to comply with capacity requirements.

I hereby agree to comply strictly with and be legally responsible for all the Rules and Regulations of the Royal City Community Center included in this agreement.

PRINT FULL NAME: \_\_\_\_\_

SIGN FULL NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

This contract is not valid until it is signed by the City Clerk and a security deposit is received.

\_\_\_\_\_ DATE: \_\_\_\_\_