



Senior Citizen's Center Reservation Agreement

City of Battle Ground
Senior Citizen's Center
116 NE 3rd Avenue
Battle Ground, WA 98604

I hereby agree to abide by the following requirements for use of City of Battle Ground's Senior Citizen's Center. I further agree that the agency or group using the facilities will be responsible for any damage. Terms of this agreement are spelled out more fully in the document entitled "Procedures" for City of Battle Ground Senior Citizen's Center.

- **Contact Mel Mason at (360) 687 – 2378 the day before your event to confirm your rental. Also, contact Mel to be let into the building, if you have any questions, or when you are ready to be checked out of the building. (Long term renters exempt)**
- An authorized individual, age 18 or older, will obtain instructions and be responsible for use of the facilities, including procedures for closing after 5 p.m.
- The City Manager reserves the right to cancel a reservation if space is needed to address the public interest.
- The Customer Service Clerk must be notified of **all** cancellations. Any cancellations with **at least one week** notice from event date may request a full refund including rental fee and deposit. Any cancellations with **less than a week** notice from event date may only receive the deposit refund. Rental fees will not be refunded.
- The authorized individual will place a free-standing sign (not attached to any building surfaces) if there is any change in the date, time, or place for a scheduled event.
- Food and beverages are limited as indicated in the "Procedures" document.
- Events will be contained to the Restrooms, Main Room and / or Kitchen (depending on rental); all other rooms will not be accessed.
- Smoking is NOT permitted inside the building.
- Persons under 18 will not be allowed in meeting spaces unless there is adult supervision.
- The authorized individual will ensure that the City telephone is used only for calls within Clark County or the metropolitan area, if necessary to conduct the event.
- All renters must be ready to be checked out no later than 10:00 p.m.
- Before leaving the building:
 - Return tables and chairs to their proper order – **do not drag the tables.**
 - Wash tables used and clean up any spills on the floor.
 - Close all open windows and doors.
 - Check restrooms and turn off lights.
 - Take **all** garbage resulting from the rental with you as you leave.

Information & Assistance:

Phone: (360) 342-5021 – Customer Service Clerk
Fax: (360) 342 – 5029, Attention: Customer Service Clerk
Mail: 109 SW 1st Street, Suite 217, Battle Ground, WA 98604



Senior Citizen's Center Procedures

City of Battle Ground
Senior Citizen's Center
116 NE 3rd Avenue
Battle Ground, WA 98604

The City of Battle Ground's Senior Citizen's Center is available for Senior Activities, Community Events / Private Gatherings, non-profit agencies, public agencies and *commercial agencies that are sponsored by the City of Battle Ground* or related entities.

Facilities are scheduled on a first-come, first-served basis. In the event of multiple requests for the same date, time, and space, scheduling priorities will be as follows:

- 1) Senior Citizens
- 2) City of Battle Ground
- 3) Community Events
- 4) Private Gatherings (i.e. wedding receptions, family reunions, etc.)
- 5) Non-profit agencies
- 6) Public agencies
- 7) Commercial agencies that are sponsored by the City of Battle Ground

Reservations are required and may be made up to 90 days in advance.

The City of Battle Ground Senior Center shall be used in accordance with RCW 42.17.130, which prohibits their use to assist "a campaign for election of any person to any office or for the promotion or opposition to any ballot proposition".

No admission may be charged, or collection taken, to compensate any lecturer or entertainer or to produce any form of private or political gain.

Room use will be granted to an authorized individual who will be responsible for: 1) Obtaining any pertinent instructions, approval, or training; 2) The condition of the room; 3) Use of the phone; 4) Placing garbage and recyclable materials in the receptacles provided.

Signs

Signs may not be attached to the property. Any signs or related material must be approved in advance, with an approved method of display. All approved signs and related material must be removed at the conclusion of the event.

Capacity

Maximum capacity of the Senior Citizen's Center is **100**

Equipment

- Meeting sponsors must provide equipment or supplies.
- Cooking equipment and appliances, such as hot plates and steam tables, are not allowed. Containers for water are permitted, as described below.
- Renters must furnish their own dishes, silverware and dish cloths.

Food and Beverages

Food and beverages are allowed in Senior Citizen's Center, provided that all food and beverages are removed and/or disposed of upon departure of Senior Citizen's Center.

No alcoholic beverages are allowed on the premises.

Additional Concerns and Reminders

- Smoking is not permitted inside the building.
- Service animals are the only animals allowed in Senior Citizen's Center.
- The City Manager may cancel a reservation to address an immediate public interest. However, every effort will be made to give maximum notice.
- Improper use, property damage, or a disturbance may cancel opportunities for future use.