



# FACILITY RENTAL RESERVATION APPLICATION

Parks & Recreation Department - 912 E. Main Street, Battle Ground, WA 98604

Phone: (360) 342-5380 / Email: [bgparksandrec@cityofbg.org](mailto:bgparksandrec@cityofbg.org)

## Application Instructions

1. Review the "**Facility Rental Guide**" information packet for complete details on how to make a reservation, cancellation policies, and other rental policies and guidelines.
2. Complete the "**Facility Rental Reservation Application**" in full and sign. Submit application along with other paperwork as may be required, to the address listed above. *Note: Submitting a rental application does not guarantee nor confirm your room rental request.*
3. Applications are reviewed to confirm room availability and are processed and confirmed on a first-come, first-paid basis.

**Title or Name of Event:** (i.e. Smith & Jones Wedding Reception) \_\_\_\_\_

**Name of Business/Group/Assoc. Represented:** \_\_\_\_\_

**Name of Person Making the Reservation:** \_\_\_\_\_

**Contact Person Name (if different than above):** \_\_\_\_\_

**Phone:** (\_\_\_\_) \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Type of Rental:**  Meeting  Wedding / Reception  Fundraising Event  Party  Memorial

Other: \_\_\_\_\_

**Check Day(s) Requested:**  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

**Dates Requested (include year):** \_\_\_\_\_

**Room Requested:**  Entire Community Center  Lewis River Reception Hall  Senior Center  
 Moulton Falls Multi-Purpose Room  Woodin Creek Meeting

**Start Time:** \_\_\_\_\_ am/pm **End Time:** \_\_\_\_\_ am/pm (inclusive of set-up & tear-down time)

**# Of People Expected:** \_\_\_\_\_

**Is this event open to the public?**  Yes  No

**Is alcohol being served?**  Yes  No

**Is alcohol being sold?**  Yes  No

**Are food & beverages being served?**  Yes  No **If yes, is the event being catered?**  Yes  No

**Are food, beverage and/or goods being sold?**  Yes  No

**If yes, what type of items:** \_\_\_\_\_

**Are fees being collected during your events? (Registration/ participation fees, donations etc...)?**  Yes  No

All **commercial rentals** conducting business on City property are required to have a Business License.

Internal Use Only

Page 1 of 3

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

**Equipment Needed:**

- Chairs (\_\_\_\_)     
  Round Tables (\_\_\_\_)     
  5x3 Roller Tables (\_\_\_\_)     
  6x3 Tables (\_\_\_\_)  
 Podium     
  Projector Screen     
  Projector     
  Microphone

**Is this a Non-Profit Group?  Yes  No**

- In order to qualify for the **non-profit rental rate**, all non-profit groups are required to submit a copy of their State of Washington License & Registration Certificate and/or the State of Washington Certificate of Incorporation that identifies them as a registered non-profit.

**Reservations & Fees**

Reservations for the Battle Ground Community Center and Senior Center will be accepted on a “first-come, first served” basis by submission of a Rental Application and agreed to by the City of Battle Ground accompanied by the Rental Fees and all other fees that may be due as outlined on the Fee Schedule.

- Deposits/ fees as required by the Battle Ground Parks & Recreation Fee if this Application is approved, are non-transferable and cannot be sold or used by another individual.
- Refunds, if applicable, will be issued only to the individual or organization that made the rental payment.
- Note: Any returned checks/non-valid credit cards are subject to NSF service fee and the terms of your Facility Rental Reservation Application may be cancelled at the sole discretion of the City of Battle Ground.*

|                          | ENTIRE BUILDING RENTAL   | LEWIS RIVER RECEPTION HALL   | MOULTON FALLS ROOM   | WOODIN CREEK MEETING ROOM  | Senior Center  |
|--------------------------|--|--|--|--|--|
| Hourly Room Rental Rates | <b>Sunday- Friday (after 2pm)</b><br>• \$190/ hour<br>4 hour minimum<br><br><b>Saturday</b><br>• \$205/ hour<br>5 hour minimum | <b>Sunday- Friday (after 2pm)</b><br>• \$135/ hour<br>4 hour minimum<br><br><b>Saturday</b><br>• \$170/ hour<br>5 hour minimum | <b>Hourly Rate</b><br>• \$50/ hour<br><br>4 hour minimum required on Friday after 2pm, Saturday & Sunday Rentals | <b>Hourly Rate</b><br>• \$30/ hour<br><br>4 hour minimum required on Friday after 2pm, Saturday & Sunday Rentals | <b>Hourly Rate</b><br>• \$45/ hour<br>4 hour minimum required on Friday after 2pm, Saturday & Sunday Rentals |
| A/V Equipment Fee        | Use of A/V equipment included  | Use of A/V equipment included  | Optional fee \$50  | Optional fee \$50  | N/A  |
| Alcohol Fee              | \$100*   |  |  |  | Alcohol not permitted  |
| Staff Fees               | \$120  | \$120 over 100 guests  | N/A  |  |  |
| Damage Deposit           | \$750 refundable damage deposit **   | \$500 refundable deposit**   | \$350 refundable deposit**   | \$100 refundable deposit**   | \$100 refundable damage deposit  |
| Cleaning Fee             | \$300 ***  | \$175 ***  | \$100 ***  | \$50 ***   | \$50***  |
| Table, Chair Tear Down   | \$ 100   | \$75   | \$50   | N/A  | N/A  |

\* Event must also have event liability insurance and banquet permit or special occasion license.

\*\* Due at least 30 days prior to event

\*\*\* Non-refundable cleaning fee applies when food/drinks are being served

**Statement of Responsibility, Risk Assumptions, Release & Indemnification**

The person or organization completing the Facility Rental Reservation Application for use of City of Battle Ground facilities or equipment described herein (collectively “the facilities”) certifies that the information given in the Facility Rental Reservation Application is current and correct. The undersigned further states that he/she has the authority to make this application for the applicant/ organization and agrees that the applicant will observe all Facility Policies listed in the Facility Rental Guide

**The Applicant warrants and agrees as follows: (initial next to each item listed below)**

\_\_\_\_\_ I agree to all of the terms of the Battle Ground Facility Rental Guide, including the listed Facility Policies therein, for use for the Battle Ground Community Center or Senior Center, and I accept FULL LEAGAL LIABILITY for the above-described event, and will exercise due care in the use of the facility.

\_\_\_\_\_ I am aware of and expressly assume all of the various risks of property damage, including the damage, loss, or destruction of any property left at the facility outside of the specific rental reservation period as provided for herein, and all injury and/or death associated with or arising out of the use of the Facilities.

\_\_\_\_\_ In consideration for granting this request and being fully aware of all the risks, I hereby RELEASE the City of Battle Ground and its officials, employees, volunteers and agents (“the Released Parties”) and AGREE TO WAIVE ANY RIGHT OF RECOVERY THAT I AND/OR THE ORGANIZATION, AS APPLICABLE, MAY HAVE, including the right to bring a legal claim, cause of action, or lawsuit for any property damage, bodily injury, death or other harmful consequences in any way arising out of use of the Facilities. I understand that this release extends to all claims of any kind and every nature, known, unknown, suspected or unsuspected, in any way arising out of or related to use of the Facilities.

\_\_\_\_\_ I agree to defend, indemnify and hold harmless the Released Parties from and against any and all claims, suits, actions, or liabilities for injury or death of any person or for loss or damage to property, which arises out of the use of the facilities or from any activity, work or thing done, permitted or suffered by Applicant in or about the Facilities, except only such injury or damage as shall have been occasioned by the sole negligence of the Released Parties.

**Rental Reminders: (initial next to each item listed below)**

- \_\_\_\_\_ **Access to the Rented Room:** Renter will have access to the room at the scheduled event start time. *Any modifications to the rental time must be made in writing at least 45 days prior to the rental date.* Rental time includes set-up through clean-up of the room. The renter is responsible to set-up the tables & chairs for their event. The renter and all guests must vacate the building by the stated end time. Failure to vacate the building will result in a fee being assessed at 1.5 times the established rate based on 15 minute increments.
- \_\_\_\_\_ **Use of Kitchen:** The customer is responsible for providing all dishes, silverware, pots, pans, cooking and serving utensils, pot holders, coffee makers, dish soap, dishrag, towels and any other item needed for cooking and/or cleaning of dishes and kitchen area. The commercial dishwasher, convection ovens, steam table and single door steamer not available for use (exception: Caterer’s with a current Clark County Health Department Food Service Permit on file at the BGCC will be allowed to use the convection ovens).
- \_\_\_\_\_ **Post-Event Clean-up:** The customer is responsible for:
  - The event concluding at the agreed upon rental time. This includes time for clean-up.
  - The removal and disposal of all garbage into the BGCC outside dumpster. (Note: Senior Center does not provide a dumpster; renters are responsible for taking all trash with them off the premises).
  - The cleaning/mopping up of all food and liquid spills as they occur during the event.
  - The cleaning of all kitchen counters, sinks, and appliances (if used).
  - The removal of all personal belongings, decorations and food from the building.

\_\_\_\_\_  
**Applicants Name (Printed)**

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Date**

This institution is an equal opportunity provider and employer. Information is available in the following languages by request to [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org).  
SPANISH: Información será traducida al español a petición de [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org); RUSSIAN: Информация имеется на русском языке по запросу на [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org); VIETNAMESE: Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org); SERBO-CROATION: Za informacije na bosanskom jeziku obratite se na adresu [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org); TAGALOG: Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org); CHINESE: 如需相关信息的中文版本, 请来函索取 : [cityclerk.info@cityofbg.org](mailto:cityclerk.info@cityofbg.org)