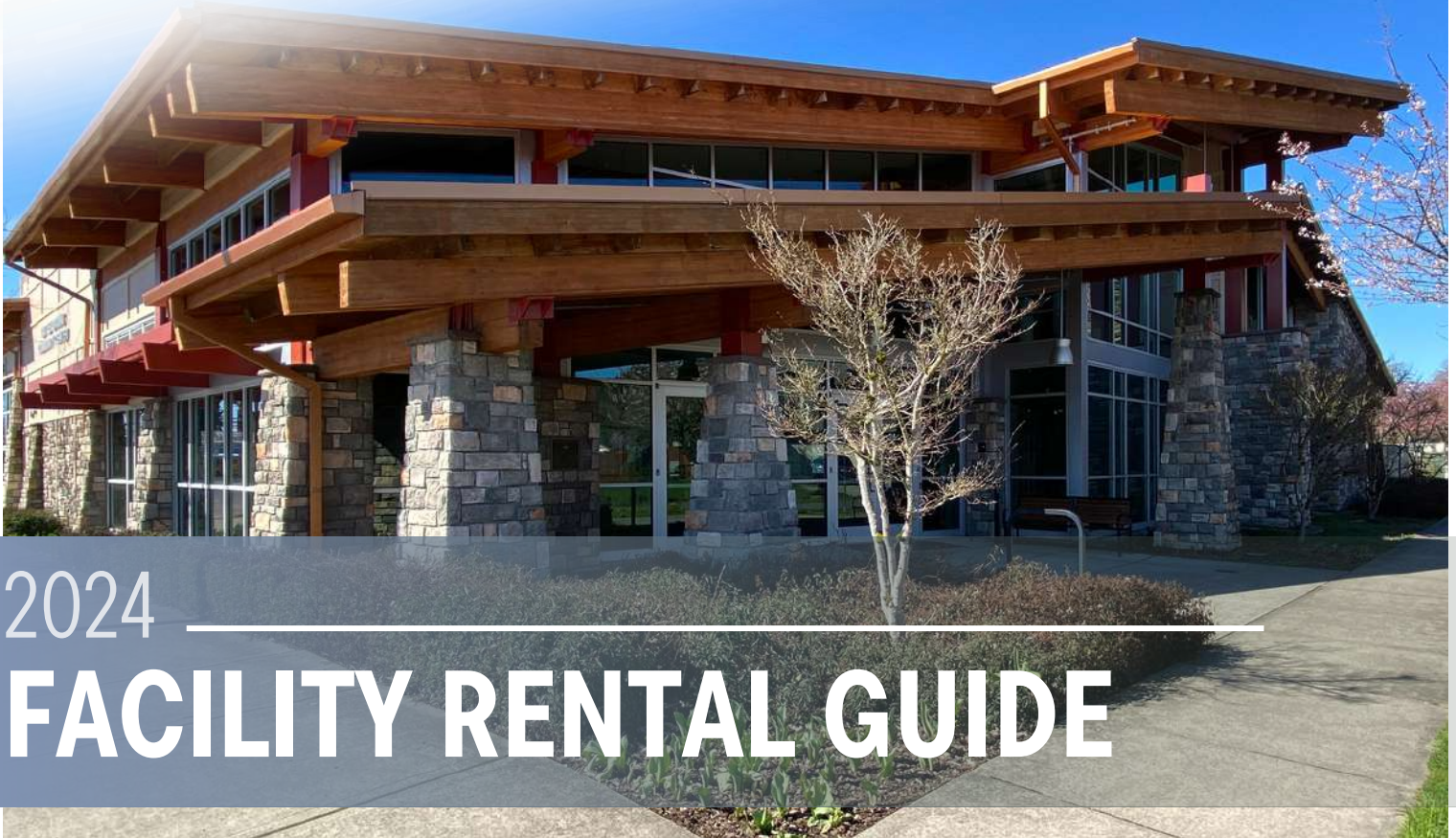


*Welcome*



2024

# FACILITY RENTAL GUIDE

## **BATTLE GROUND COMMUNITY CENTER**

912 E MAIN STREET, BATTLE GROUND, WA

## **BATTLE GROUND SENIOR CENTER**

116 NE 3RD AVENUE, BATTLE GROUND, WA



**BATTLE  
GROUND**  
**parks &  
recreation**

## **CONTACT US TODAY:**

[PARKSANDREC@CITYOFBG.ORG](mailto:PARKSANDREC@CITYOFBG.ORG)

**360.342.5380**

[WWW.CITYOFBG.ORG](http://WWW.CITYOFBG.ORG)



# WELCOME TO THE CITY OF BATTLE GROUND

Thank you for considering the Battle Ground Community Center and Senior Center for your event! We have a variety of spaces available ranging from small meeting rooms and a multi-purpose room to the spacious Lewis River Reception Hall.

This guide is designed to help you find and reserve the space that meets your needs and details our policies and rules of use. Our knowledgeable and friendly staff are available to assist you with any questions you may have.

Contact us at 360-342-5380, by email at [parksandrec@cityofbg.org](mailto:parksandrec@cityofbg.org) or on our website [www.cityofbg.org](http://www.cityofbg.org).

## BATTLE GROUND COMMUNITY CENTER

Located in historic Old Town, this contemporary northwest lodge style facility features three rooms with ample features and amenities:

### LEWIS RIVER RECEPTION HALL

The Lewis River Reception Hall is the perfect location for most any occasion. Bring the outdoors in with the floor to ceiling glass windows that open to a beautiful outdoor landscape and covered pavilion. A stone fireplace and vaulted ceilings provide a warm and spacious setting for any event.

Amenities Provided	Capacity	Event Types	Parking & Access
<ul style="list-style-type: none"><li>• 30 - 5' round tables</li><li>• 12 banquet tables (6'x3')</li><li>• 10 cocktail tables</li><li>• 300 chairs</li><li>• Commercial kitchen</li><li>• 3 wall-mounted screens, projectors, &amp; AV system</li><li>• Bride's Room</li></ul>	<ul style="list-style-type: none"><li>• Seated at round tables: <b>240</b></li><li>• Theater-style seating: <b>300</b></li></ul>	<ul style="list-style-type: none"><li>• Weddings &amp; Receptions</li><li>• Parties</li><li>• Dances</li><li>• Memorials</li><li>• Meetings</li><li>• Conferences</li></ul>	<ul style="list-style-type: none"><li>• Facility parking lot provides 82 parking stalls including 6 ADA.</li><li>• Additional limited public parking on the street.</li></ul>



## MOULTON FALLS MULTI-PURPOSE ROOM

Featuring two glass, floor to ceiling, roll-up doors that look out on to Main Street and Fairgrounds Park. This versatile space lends itself to a variety of event possibilities.

From fitness classes, meetings, to mixed indoor/outdoor parties that extend onto the connected patio, the Moulton Falls Multi-Purpose Room is a perfect location for any mid-sized event.

Amenities Provided	Capacity	Event Types	Parking & Access
<ul style="list-style-type: none"> <li>• 12 - 6'x3' tables</li> <li>• 70 chairs</li> <li>• Vaulted Ceiling</li> <li>• 2 roll-up glass doors that open to a patio.</li> <li>• Counter space with a utility sink.</li> </ul>	<ul style="list-style-type: none"> <li>• Seated: <b>50</b></li> <li>• Indoor/Outdoor Seating: <b>70</b></li> </ul>	<ul style="list-style-type: none"> <li>• Parties</li> <li>• Showers</li> <li>• Meetings</li> <li>• Seminars</li> <li>• Arts &amp; Craft Venue</li> </ul>	<ul style="list-style-type: none"> <li>• Facility parking lot provides 82 parking stalls including 6 ADA.</li> <li>• Additional limited public parking on the street.</li> </ul> <p><i>Shared parking with Lewis River Reception Hall.</i></p>



*\*Portable audio/visual equipment available for rent. Not included with room reservation.*

## WOODIN CREEK MEETING ROOM

The Woodin Creek meeting room is perfect for smaller groups. This room can be sectioned off into two smaller rooms if needed and has wall to wall carpeting.

With three wall mounted dry erase boards, and ample counter space, this venue is readymade for your next meeting or small group event.

Amenities Provided	Capacity	Event Types	Parking & Access
<ul style="list-style-type: none"> <li>• 11 - 5'x3' tables</li> <li>• 30 chairs</li> <li>• Counter Space</li> <li>• 3 - Large Wall-mounted White Boards</li> <li>• One large exterior window</li> </ul>	<p>This room can be divided into two work spaces using the retractable wall divider.</p> <ul style="list-style-type: none"> <li>• Divided Rooms, Seats: <b>15</b></li> <li>• Combined: <b>30</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meetings</li> <li>• Work Groups</li> <li>• Classroom/Trainings</li> </ul>	<ul style="list-style-type: none"> <li>• Facility parking lot provides 82 parking stalls including 6 ADA.</li> <li>• Additional limited public parking on the street.</li> </ul> <p><i>Shared parking with Lewis River Reception Hall.</i></p>



*\*Portable audio/visual equipment available for rent. Not included with room reservation.*



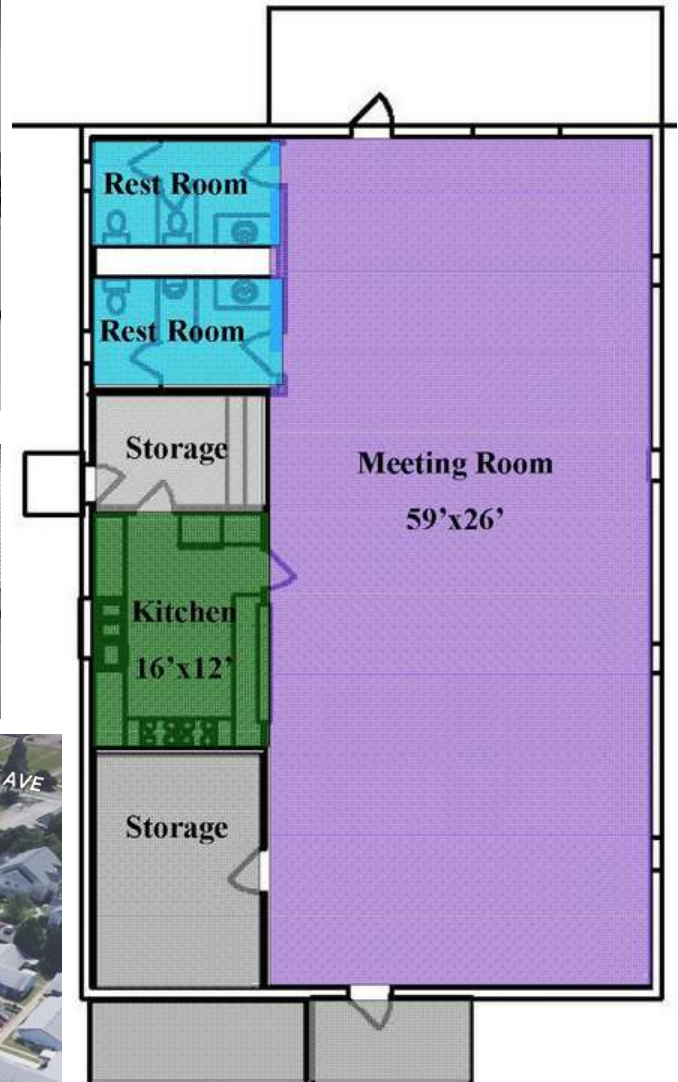
# BATTLE GROUND SENIOR CENTER

The Battle Ground Senior Center offers a more casual setting for your event. This facility, nestled in residential neighborhood setting is an ideal location for a more private gathering.

The Battle Ground Senior Center features one large room and a small kitchen. This is a standalone facility, allowing renters exclusive use of the property during their rental.



Amenities Provided	Capacity	Event Types	Parking & Access
<ul style="list-style-type: none"> <li>• 9 - 5' round tables</li> <li>• 70 chairs</li> <li>• Full Kitchen, including 2 stoves, refrigerator, microwave and sink.</li> </ul>	<ul style="list-style-type: none"> <li>• Seated: <b>70</b></li> <li>• Standing: <b>80</b></li> </ul>	<ul style="list-style-type: none"> <li>• Parties</li> <li>• Receptions</li> <li>• Meetings</li> <li>• Work Groups</li> <li>• Classroom/Trainings</li> <li>• Cards/Art Clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Facility parking lot provides 19 parking stalls including 3 ADA.</li> <li>• Additional limited public parking on the street.</li> </ul>



## MAKING A RESERVATION

We are happy to answer any questions you may have about the facility, amenities, fees, policies, and your planned use of the space. Tours of the facilities are available upon request.

Reservations are accepted up to one year in advance and are processed on a first come, first served basis.

### Rental Hours

Facilities are rented on an hourly basis and may require a minimum number of hours. Rental time is inclusive of event set-up through tear-down.

*Community Center:* Events must conclude no later than 11:00 pm; the renter and all guests must vacate the premises no later than midnight.

*Senior Center:* Events must conclude no later than 9:00 pm; the renter and all guests must vacate the premises no later than 10:00 pm.

### Rental Rates

Rental rates vary based on room, number of hours reserved, rate type and additional services (A/V equipment; podium and microphone) requested. Non-profit organizations and long-term rentals may be eligible to receive a reduced rental rate. A long-term rental rates and requirements are available upon request.

Please see the Parks & Recreation Fee Schedule available online at [www.cityofbg.org/RentalRates](http://www.cityofbg.org/RentalRates).

### Application

Facility Rental applications are available online at [www.cityofbg.org/RentalApplication](http://www.cityofbg.org/RentalApplication) or from our office located at the Community Center. Upon receipt, your completed application will be processed, and you will be notified within 5 business days of its status.

### Payment

Once your application is approved, a 25% deposit (*non-refundable*) of all rental and cleaning fees are due within 10 business days.

### Payment Methods

We accept cash, check, debit/credit card payments. Payments may be made in person or online at [www.cityofbg.org/ParkPayment](http://www.cityofbg.org/ParkPayment).

Please note that all debit/credit card transactions incur a 2.5% third-party fee. Checks returned for NSF will be assessed a \$40 service fee and the terms of your rental may be cancelled.

### Cancellation & Rescheduling Process

All cancellations and/or rescheduling requests must be made in writing or via email to: [parksandrec@cityofbg.org](mailto:parksandrec@cityofbg.org).

### Rescheduling a Rental

Rescheduling requires a minimum 30 day written notice. We will make every effort to accommodate the new request, however we cannot guarantee that a room will be available.

### Canceling a Rental

To receive a 75% refund, the cancellation notice must be received a minimum of 61 days prior to the event. In order to receive a 50% refund, the cancellation must be received 30-60 days prior to the event. No refunds will be made with less than 30 days notice.

### Emergency Circumstances

The City shall make every effort to open the facility when a rental is scheduled. However, if severe inclement weather, other acts of nature, or a public health event prohibits the opening of the facility, the renter will be notified as soon as possible, and will be provided the opportunity to reschedule to another available date or have their rental fees refunded in full.

### Damage Deposit

The damage deposit is *refundable*; the amount is based on room rented and is due no later than 60 days prior to the rental date.

The deposit is used to offset the cost of damage, repair, replacement and/or excessive cleaning. It is also used to offset additional rental fees which may be incurred as a result of your rental (i.e., users present on the premises outside of rental agreement hours. Additional facility use fees are assessed at a rate of two times the hourly rate).

Damage deposit fees are refunded by check, typically within 30 business days following your event.

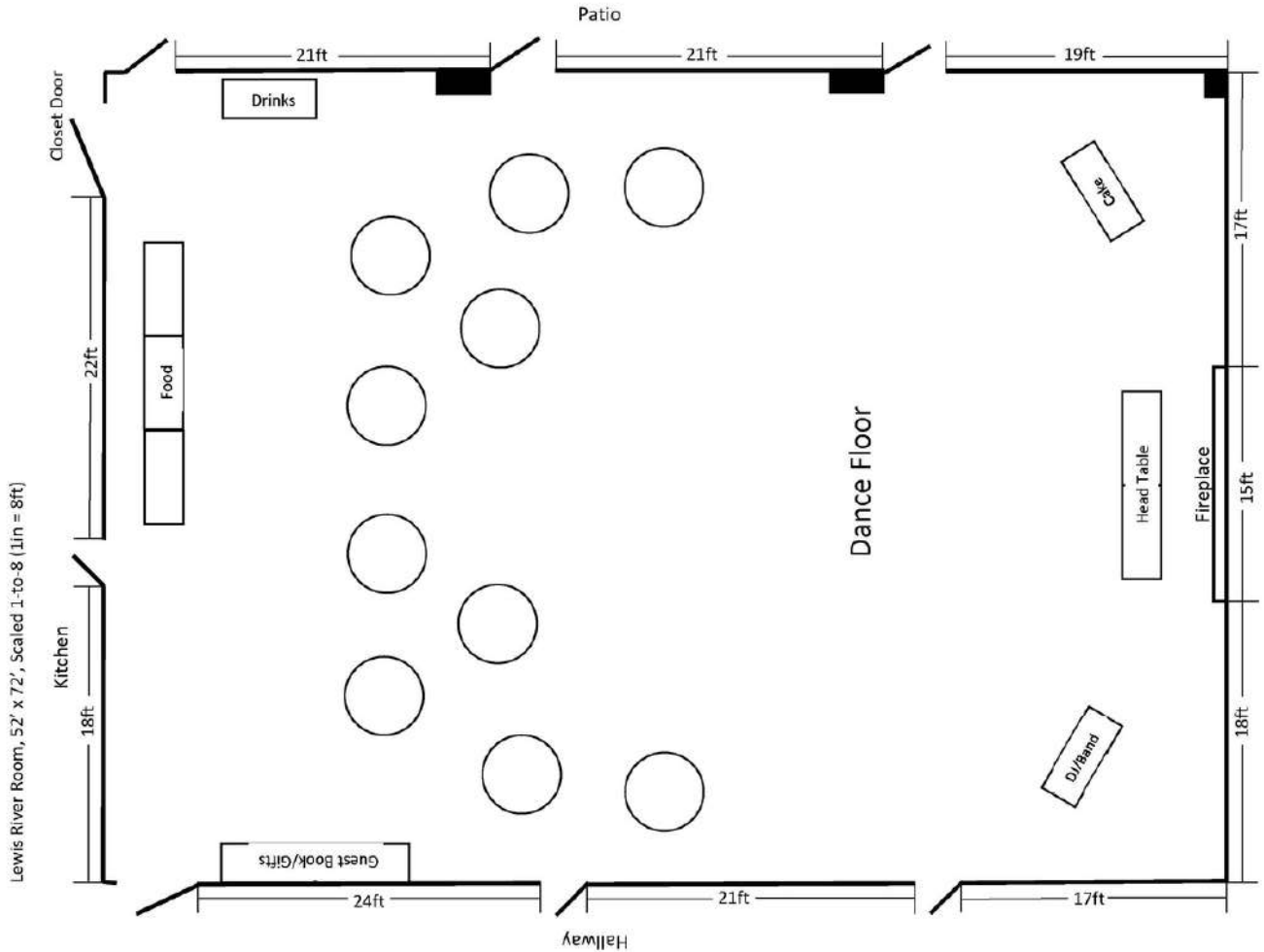
### Cleaning Fee

Rentals will be assessed a non-refundable cleaning fee that covers the cleaning and sanitization of tables and chairs, floors, restrooms and common areas.

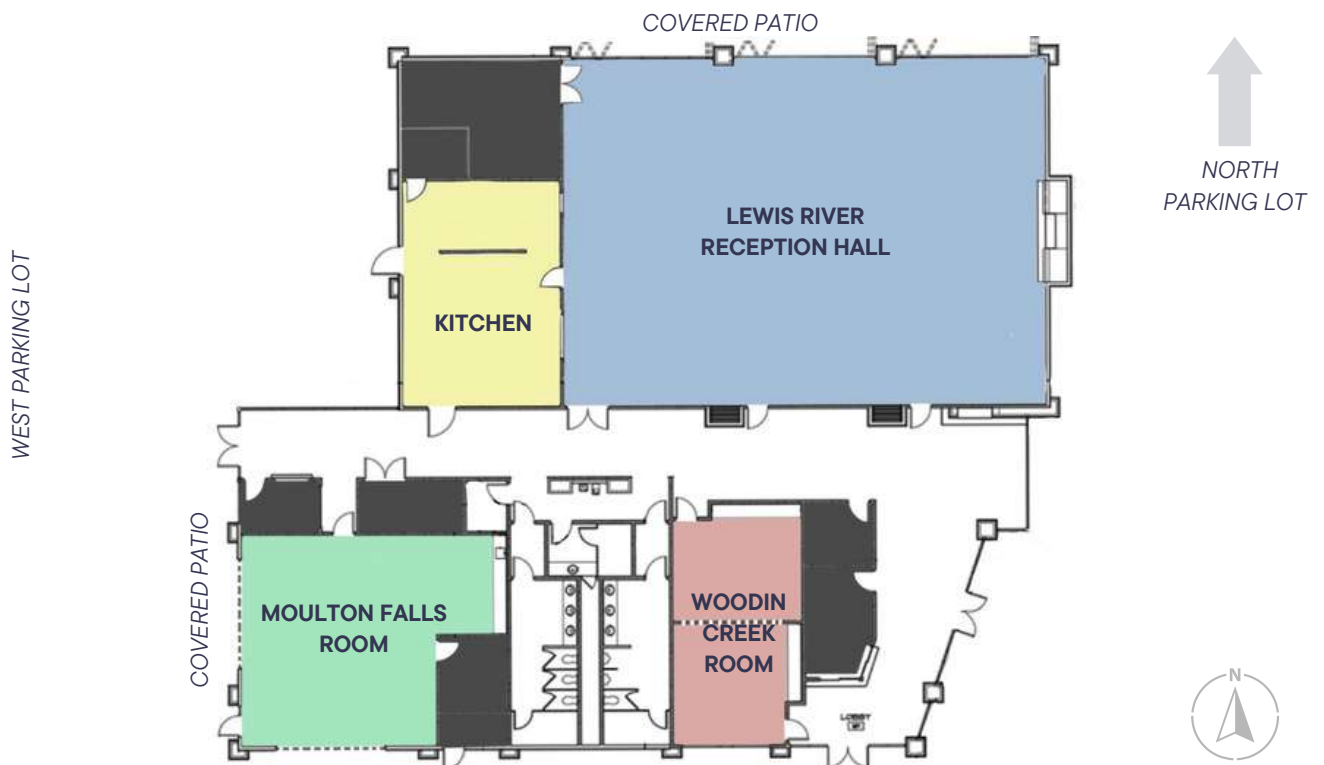
# EVENT LAYOUT

## LEWIS RIVER RECEPTION HALL

The Battle Ground Community Center staff will be available to assist you with planning the best layout to suit your event. Below is an example layout of our Lewis River Reception Hall, designed to comfortably seat 80 guests, including an open dance floor.



## FACILITY LAYOUT





## FACILITY USE POLICIES

### Room Capacity

For the enjoyment and safety of our guests, each room has a designated capacity. The capacity determines the maximum number of guests allowed either seated or standing. By fire code, the listed capacity shall not be exceeded at any time.

### Decorations

You may decorate the room to give it that special look for your event or meeting.

- *Hanging Decorations:* Only the use of earthquake putty, painters' tape, command strips, magnets or string is allowed. The use of scotch tape, nails or staples is not allowed.
- *Candles:* Lighted candles are allowed but must be enclosed in a glass container or vase. Open flames cannot exceed the height of the container.
- *Rice, Confetti, etc.:* Please refrain from using rice, birdseed, confetti or glitter during your ceremony or event. The use of these materials will result in a portion of the damage deposit being withheld.
- *Floors:* Carpet runners are allowed but may not be secured with any type of tape affixed to the floor. Use of tape that causes damage on the floor will result in a portion of the damage deposit being withheld.
- *Smoke Machines:* Machines that create smoke, mist or bubbles are not allowed.
- *Linens:* Linens are not available through the City.

### Room Set-Up

The renter is responsible for setting up the room as they want for the event, including tables and chairs.

### Signs

Signs may be posted outside of the facility on sandwich board type structures only. Balloons may be used as a marker tied with string to a fixed object, however, they cannot obstruct the view of any road sign. Signs are not allowed to be nailed, stapled, bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground.

### Kitchen Use

*Community Center:* The Battle Ground Community Center offers use of the kitchen with the rental of the Lewis River Reception Hall.

Caterers and private parties are welcome to use the following kitchen appliances: gas stovetop and oven, convection ovens, a single door refrigerator, two large capacity freezers, microwave and ice machine. The renter must provide proof of the caterer's license and Clark County Food Service Permit no later than 15 days prior to event date.

*Senior Center:* The Senior Center offers a modest kitchen which includes 2 stovetop ranges and ovens, microwave, and limited refrigerator/freezer space.

Please be aware that *neither facility* offers any type of cooking, eating or serving dishes, utensils, pots and pans, coffee pots, food containers, dish towels, potholders, cleaning supplies, etc. The renter is responsible for providing all cooking and general kitchen and/or serving items they may need.

### Barbecues

While barbecues are not available at any of our rental facilities, you are welcome to bring your own self-contained barbecued unit(s) to use. All barbecues must be above ground propane or gas fueled units and must be used outside of the building only.

The renter is required to supply a nonflammable mat under the BBQ to catch grease/food particles and is responsible for the safe removal of the grease and any debris. **Do not** dump grease in the park, trashcans, sinks, or storm drains. Failure to comply will result in a portion of the damage deposit being withheld.

### Catering Regulations

Licensed caterers who will be serving alcohol at rentals will need to provide proof of Commercial General Liability Insurance and Liquor Liability Insurance at least 15 days prior to the scheduled event.

### Animals in Public Buildings

Only service animals are permitted inside City facilities.

**Music & DJ's:**

If you hire a DJ or band, please make them aware of your rental hours and the facility use policies, as any violations of the rental agreement falls on the responsibility the renter. Any damages or presence outside of rental hours will be applied to your damage deposit.

Since your event may not be the only activity in the building, we ask that you be a good neighbor and limit the noise so as not to disturb other users of the building.

**Parking**

General parking is available; however, space is limited. All users are advised and encouraged to car pool to the event and/or shuttle participants from an authorized, prearranged location. Rentals are not given exclusive parking privileges at the facility. Illegally parked cars may be ticketed or towed.

**Smoking**

Smoking is not allowed inside any facility, on the patios or in the parking lots. Failure to comply may be cause for a rental to be closed and a portion of your damage deposit to be withheld.

**Sale of Food, Beverages, Merchandise and/or Admission**

All commercial type activities may be subject to additional fees, determined on an individual basis based on what is being sold and the volume of gross sales, and may require a separate contract. A business/association/organization must submit a copy of their City of Battle Ground Business License and tax ID number along with their rental application.

**Certificate of General Liability Insurance**

A Certificate of General Liability Insurance in the amount of at least \$1,000,000 per occurrence may be required for events. If required, the general liability insurance must name the City of Battle Ground as additional insured and be received at least 15 days prior to the event.

Staff can provide additional information on where this coverage may be obtained.

**Alcohol Service/Consumption**

The City will review each rental requesting that alcohol be allowed. Serving alcohol without the appropriate permit/license/insurance, consuming alcohol in undesignated areas, and/or under the age of 21 is cause for a rental to be canceled.

Alcohol is only allowed inside the room that has been rented. (*The gated patio area is included as part of the Lewis River Room rental.*) It is not allowed in any open park space or parking lots. Service and consumption are not allowed after 11pm.

The party renting the facility is responsible and liable for all alcohol related incidents that may occur during or after the event.

*Senior Center:* Alcohol is not permitted at the Senior Center.

*Private Rentals:* Alcohol is allowed to be consumed during a private rental event. An adult must be assigned to serve alcohol to guests 21 and over; a self-service type of bar is not permitted. If hard liquor (any alcohol other than beer, wine, and champagne) is served, a licensed bartender must be on site to provide service.

*Commercial Rentals:* A commercial rental is an event that is open to the general public that may charge admission fee, sell merchandise, food and/or beverages. Any type of alcohol is allowed to be served and/or sold during the event.

**Alcohol Permits/Licensing/Insurance**

*Private Events:* A Washington State Liquor Control Board Banquet Permit and Host Liquor Liability Insurance in the amount of \$1,000,000 is required when serving alcohol at a private event. The City of Battle Ground shall be named as the additional insured.

*Commercial Rentals:* The renter is required to obtain a Special Occasion License from the Washington State Liquor Control Board and a Certificate of Liquor Liability Insurance in the amount of \$1,000,000 is required when serving alcohol at a commercial event. The City of Battle Ground shall be named as the additional insured.

All applicable alcohol permits, licenses and insurance must be submitted to the City 15 days prior to a scheduled event. Failure to do so will result in alcohol not being served at the event.



### Customer Responsibilities

- Provide general supervision and control over all activities and persons in order to prevent injury or damage.
- Each individual in the group must obey all applicable City, State and Federal rules, ordinances, laws and regulation. Failure to do so may result in your rental contract being canceled or terminated, and you and/or your party being asked to leave the premises and/or being subject to legal action.
- Renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk-through with staff and signing of the rental checklist.
- Provide general clean-up of rental facility during the event, including the kitchen, spills on tables and floor, removal of all trash to outdoor dumpster, removal of excessive smudges on windows and doors, and removal of all personal belongings including decorations and/or left over food from the premises.
- Assumes financial responsibility for any damage to or the need for excessive cleaning of the facility, park grounds or amenities that may be caused by the customer and/or their guests.
- Accepts the premises as is on the day of the event, and not as it may have appeared when rented. Seasons change and ongoing maintenance is performed which may directly affect the environment and aesthetics of the park/gardens/facilities.
- Responsible for informing their guests and/or hired personnel of the rules and policies set forth in their rental agreement, accepting responsibility for any violations therein.

The Battle Ground Community Center staff customer has full authority to close a rental down in accordance with the City's facility use policies.

