



FACILITY RENTAL RESERVATION APPLICATION

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

Phone: (360) 342-5380 / Email: parksandrec@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 Woodin Creek Room
 Moulton Falls Room Senior Center

Start Time: _____ am/pm **End Time:** _____ am/pm (*must include set-up & tear-down*)

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

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.

Equipment Needed:

- Chairs (_____) Round Tables (_____) 5x3 Roller Tables (_____) 6x3 Tables (_____)
 Podium Projector/Screen Portable Monitor 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.

Battle Ground Community Center

	ENTIRE BUILDING RENTAL	LEWIS RIVER RECEPTION HALL	MOULTON FALLS ROOM	WOODIN CREEK MEETING ROOM
Hourly Room Rental Rates	Sunday-Friday \$220/hour 4-hour minimum Friday after 2pm and Sunday Saturday \$240/hour 5-hour minimum	Sunday-Friday \$140/hour 4-hour minimum Friday after 2pm and Sunday Saturday \$175/hour 5-hour minimum	Hourly Rate \$55/hour 4-hour minimum Friday after 2pm, Saturday and Sunday	Hourly Rate \$35/hour 4-hour minimum Friday after 2pm, Saturday and Sunday
Reservation Deposit	A non-refundable 25% of Rental Cost due within 10 business days of receipt of application. This amount will be applied towards the total rental fees. *		Full rental fees are due at time of booking.	
A/V Equipment Fee	Use of A/V equipment included	Use of A/V equipment included	Optional fee \$50	Optional fee \$50
Alcohol Fee	\$170**	\$170**	\$150**	\$150**
Staffing Fees	\$150	\$150 for events over 100 guests or when alcohol is being served	\$150 when alcohol is being served	N/A
Damage Deposit	\$750 refundable*** \$1000 refundable rentals with alcohol ***	\$500 refundable*** \$1000 refundable rentals with alcohol ***	\$350 refundable***	\$100 refundable***
Cleaning Fee	\$370 non-refundable	\$235 non-refundable	\$150 non-refundable	\$75 non-refundable

* Remaining rental fees are due 60 days prior to the scheduled event.

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

***Due at least 60 days prior to event.

Any deviations from the fee schedule must be approved by the City Manager (or his/her designee).

Any rental that goes beyond the rental time will be charged 2 times the rental rate as noted above for the corresponding room rental.

Battle Ground Community Center Kitchen Only

	Commercial Kitchen Only
Hourly Rental Rate	Monday-Thursday \$45/hour 4-hour minimum
Damage Deposit	\$500 refundable
Cleaning Fee	\$100 non-refundable

-Liability insurance and all necessary Clark County Public Health Requirements must be satisfied

Battle Ground Senior Center

	Senior Center Main Room with Kitchen
Hourly Room Rental Rate	\$45/hour 4-hour minimum Friday after 2pm, Saturday and Sunday
Damage Deposit	\$100 refundable
Cleaning Fee	\$75 non-refundable
	*A/V equipment not available at the Senior Center

Long Term Rental Fees

<i>Long-term rentals are defined as a group who is regularly scheduled activities equal to at least one time per month for nine (9) months or twelve (12) hours over quarterly meetings/classes.</i>					
	Battle Ground Community Center			Senior Center	
<i>Long Term Facility Rental Rates*^</i>	Lewis River Room \$55/hour non-profit \$65/hour private/ commercial	Moulton Falls Multi-Purpose Room \$35/hour non-profit \$45/hour private/ commercial	Woodin Creek Meeting Room \$25/hour non-profit \$30/hour private/ commercial	Main Room \$10/hour non-profit \$25/hour private/ commercial	Main Room with Kitchen \$15/hour non-profit \$30/hour private/ commercial
Annual Maintenance Fee, up to/including 100 people	\$175 non-refundable	\$100 non-refundable	\$50 non-refundable	\$50 non-refundable	
Annual Maintenance Fee, over 100 people	\$350 non-refundable	\$200 non-refundable	N/A	N/A	
Key Replacement	N/A			\$10 per key	
	LT renters are required to set-up their own tables and chairs, clean area prior to leaving and take all trash & recycle out to the dumpster.			LT renters are required to clean room and kitchen prior to leaving and take all trash & recycle with them.	

**Any deviations from the long-term fee schedule must be approved by the City Manager (or his/her designee).*

^ Regular cleaning fees included in rental rates

Statement of Responsibility, Risk Assumptions, Releases & 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, potholders, 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.
 - The removal of excess fingerprints and smudges on windows.

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.
SPANISH: Información será traducida al español a petición de cityclerk.info@cityofbg.org; RUSSIAN: Информация имеется на русском языке по запросу на cityclerk.info@cityofbg.org; VIETNAMESE: Gửi yêu cầu nhận thông tin sẵn có bằng tiếng Việt đến cityclerk.info@cityofbg.org; SERBO-CROATION: Za informacije na bosanskom jeziku obratite se na adresu cityclerk.info@cityofbg.org; TAGALOG: Ang impormasyon ay makukuha sa Tagalog sa pamamagitan ng kahilingan sa 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