



LAKE STEVENS SENIOR CENTER

2302 Soper Hill Road

PO Box 205

Lake Stevens, WA 98258

425-335-0345 • info@LakeStevensSeniorCenter.com

COMMERCIAL KITCHEN RENTAL AND USE AGREEMENT

Today's Date: _____ Date and Time of Event: _____

Name of Renter: _____

Name of Organization (if applicable): _____

Contact (if different from renter): _____

Mailing Address: _____

City, State, Zip: _____

Phone #(s): _____

E-Mail Address: _____

- This is an application only. Please submit at least three weeks prior to day desired.
- Rental and deposit fees will be negotiated based on length of time requested and the type of event.
- Organizations are required to provide proof of liability coverage.
- Lake Stevens Senior Center is located on park property, therefore **smoking and/or vaping is not allowed.**
- I agree to observe and enforce all COVID 19 CDC/State/LSSC recommendations as stipulated below:
 - The Lake Stevens Senior Center follows all recommendations from the SCHD & CDC and therefore may cancel any rental reservation, without notice, if warranted. (LSSC deposit would be refunded).

Basic Fees:

- Hourly Commercial Kitchen Use Rate: \$65 per hour for the first 4 hours (\$260 minimum), \$40 per hour for remaining hours. Fee is due at the time of rental.
- Damage Deposit: \$100 to \$250 (depending on the event) due with application. All or part of the damage deposit may be forfeited if there is damage to the facility as the result of the rental. The damage deposit will also be forfeited if cancellation occurs within fourteen days of the scheduled event. Damage deposit will be returned to the renter within 14 days of rental if the premises are returned to original condition as determined by the building manager. Damages over the amount of the damage deposit will be the responsibility of the renter.
- A \$150.00 Key Deposit is required for rental of kitchen.

It is agreed that neither the City of Lake Stevens, nor the Senior Center shall be liable for any sickness, death, or injury to any person on the premises during this event or for loss or damage to any property of the renter or the renter's guests.

Signature of Renter or Renter's Representative

Date

Signature of Senior Center Representative

Date

Return this application with applicable fees, proof of insurance and signed Rental Policy to the Senior Center office during business hours (Mon.-Thurs. 9:00-4:00), or mail to:

Lake Stevens Senior Center
PO Box 205
Lake Stevens, WA 98258

For access to the building and for answers to questions regarding this rental contact:

Office Manager: 425-335-0345

LAKE STEVENS SENIOR CENTER
BUILDING USE RULES

Set-up and clean-up must take place within the hours rented. You cannot enter the building before your scheduled start time.

No tape is to be used on walls.

No candles are to be used in the Center.

1. Must keep **ALL building doors closed**.
2. Need to keep music at a "reasonable level," to be determined by Senior Center staff. Music is **NOT to be heard outside the building** at any time.
3. Although City noise curfew is 10:00 p.m., in deference to our neighbors, please keep voices down when exiting the building after 9:30 p.m.

Use of outdoor public park property closes at dusk per City ordinance.

When preparing to leave the building:

- Clean floors where needed. (Sweep & Mop. Also, vacuum rug to outside door)
- Sanitize all counters, stoves, microwave, refrigerators, etc.
- Sweep debris from parking lot and sidewalks.
- Remove all personal belongings. No next day pick-up.

- Close and lock all windows.
- Return pots, pans, and utensils to original places.
- Empty all garbage cans, including bathrooms, and take out to dumpster in the back of the center.

Senior Center staff will be available to supervise your set-up and clean-up.

Failure of the renter to comply with this policy will result in the loss of all or part of the rental/damage deposit. **If policies are violated, rental will be shut down** (police will be called if necessary).

I have read and agree to comply with the Building Use Rules.

Signature of Renter or Renter's Representative

Date