



## LAKE STEVENS SENIOR CENTER

2302 Soper Hill Road  
PO Box 205  
Lake Stevens, WA 98258

425-335-0345 • info@LakeStevensSeniorCenter.com

### BUILDING RENTAL AND USE AGREEMENT

Today's Date: \_\_\_\_\_ Date and Time of Event: \_\_\_\_\_

Purpose of the event: \_\_\_\_\_

Name of Renter: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Contact (if different from renter): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #(s): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Number attending (maximum occupancy is 137): \_\_\_\_\_

Will you use the kitchen?: \_\_\_\_\_ If yes, for what purpose? (cooking full meal, serving cold snacks, etc.): \_\_\_\_\_

Will alcohol be served? (requires permit, see below). If yes, please explain: \_\_\_\_\_

- 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**.
- Lake Stevens Senior Center is located on park property, therefore **drinking alcoholic beverages is allowed within the building only if the renter has obtained a Banquet Permit** from the Washington State Liquor Control Board and abides by the guidelines of the permit. The Permit must be posted within the building during event hours. **At no time is drinking alcoholic beverages permitted outdoors on park property.**

- The required certificate of insurance and WSLCB license/permit must be submitted to the Senior Center prior to your event. Failure to comply with the stated time frames will result in a no alcohol policy for your event.
- In deference to our neighbors, **NO DJ's or large sound systems are allowed.**

Basic Fees:

- Hourly Meeting Room Rate: \$50 per hour for the first 4 hours (\$100 minimum), \$35 per hour for remaining hours. Rent is due five business days before the event.
- Use of Kitchen: \$50 flat fee for cold use, or \$75 if using stove, etc.
- 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.

It is agreed that neither the City of Lake Stevens, nor the Senior Center shall be liable for 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:

- Dawn Steidle, Office Manager: 425-335-0345 (office), 541-430-3084 (cell)
- Joyce Matthews, President: 425-334-8678
- Wayne Franz, Facilities Manager: 425-334-5184

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.

Music/Noise Rules: **NO DJ's or large sound systems allowed.** If you bring in Music/Sound equipment please abide by the following rules:

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. (Dust mop and vacuum cleaner in cleaning closet.)
- Wipe off tables and chairs when needed.
- Return tables and chairs to original positions.
- Sweep debris such as birdseed from paved areas at entrances and place in trash containers.
- Remove all personal belongings. No next day pick-up.
- Close and lock all windows.
- With kitchen rental, clean counters, stoves, microwave, refrigerators, etc.
- Return pots, pans and utensils to original places.
- Rinse out coffee makers. Wash baskets and stems.

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, party 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