



CITY OF BLAINE
FACILITIES AND OPEN SPACES RENTAL FORM
 435 Martin Street, Suite 3000
 Blaine, WA 98230
 (360) 332-8311

DATE

STAFF APPROVAL

- SPECIAL EVENT, MEETING OR GATHERING**
 Senior/Community Center (All Purpose Room) (\$35 per hour –Minimum 3 hour rental)
 Senior/Community Center (Conference Room) (\$30/hour)
 Senior/Community Center (Card Room) (\$30/hour)
 Senior/Community Center Kitchen (\$50) (Attendant charge –\$13/hour paid directly to attendant)
 Other: Pavilion or Other Facility not Listed (by special arrangements only)

REFUNDABLE DAMAGE/CLEANING DEPOSITS: \$250.00 If Alcohol is Served: \$400.00
 (See Policy - Events require a minimum of \$2,000,000 Certificate of Liability, and any required State permit and/or license.)

NAME OF FACILITY: _____

AREA/LOCATION/ROOM: _____

DATE REQUESTED: _____

TIME REQUESTED (INCLUDES setup & cleanup): FROM: AM PM TO: AM PM TOTAL HOURS: _____

USE OPEN TO THE PUBLIC: NO YES NUMBER OF PEOPLE EXPECTED: _____

DESCRIBE ACTIVITY: _____

DO YOU PLAN TO SERVE FOOD? NO YES NAME OF CATERER(S): _____

WILL ALCOHOL BE SERVED? NO YES

USER INFORMATION

APPLICANT/ORGANIZATION: _____

CONTACT PERSON/PERSON IN CHARGE: _____

EMAIL ADDRESS: _____

PHONE (W): _____ PHONE (H): _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

I am a duly authorized agent of the applicant. I understand that it is my responsibility to read the City of Blaine (“City”) Facilities and Open Spaces Policy and Requirements, and the City’s Facilities Lease and Indemnification Agreement, and this Agreement (collectively the “Requirements”), both of which are incorporated herein by reference. I have read and agree to comply with the Rules. As part consideration for the permission to use the above described City of Blaine facility which is limited to the purposes and time period set forth above: the applicant and I agree to comply with all of the Requirements as set by the City of Blaine now or in the future. Further, to the extent permitted by law, the applicant and I do hereby agree to release, indemnify, defend and forever hold harmless the CITY OF BLAINE (and Senior Center), its directors, officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicants admittance, use of, or activities at the facilities described above, except to the extent such damage is caused by the sole negligence of the City or Senior Center program. The applicant and I do hereby agree to limit said activities to the specified and applicable City of Blaine facilities and will return the premises in a neat, clean and undamaged condition and further agree to reimburse the City of Blaine for any damage arising from the applicant’s use of said facilities. The applicant and I agree to abide by all lawful rules, codes, laws and regulations in connection with its use of the said premises. The applicant and I agree that during the use of the City of Blaine facilities described above, we will not exclude anyone in the participation in, deny anyone the benefit of or otherwise subject anyone to discrimination as defined in RCW 49.60.010. I have read and understand the foregoing.

USER'S SIGNATURE: _____ **DATE** _____

PRIVATE USE COMMUNITY USE GOVERNMENT USE OTHER USE _____

FOR OFFICE USE ONLY

USER FEES - TOTAL:	Notes:	Payments:	
DAMAGE DEPOSIT	653.000.000.386.73.00.00	\$	RECEIVED: RECEIPT#
COMMUNITY CTR USE	001.000.001.362.40.00.00	\$	RECEIVED: RECEIPT#
CITY HALL USE	001.000.001.362.40.00.00	\$	RECEIVED: RECEIPT#
OTHER	104.000.070.362.40.00.00	\$	RECEIVED: RECEIPT#

INSURANCE: NO YES BANQUET PERMIT: NO YES COMMUNITY ANNOUNCEMENT: NO YES

CITY OF BLAINE
Facilities and Open Spaces Rules

1. City of Blaine (City) facilities and open spaces are available for interim use whenever possible and without conflict with general public access and/or City related operations, provided however that all users of the City of Blaine Pavilion and/or the Boys and Girls Club of Whatcom County are subject to and must comply with all terms and conditions of the Lease between the City and the Boys and Girls Club which is available for review at the City Hall. The City retains the right to cancel any scheduled use in the event of an emergency or other City requirement.
2. The person applying must be of legal age to be responsible for payment of fees, deposits, losses caused by damage, theft and for obtaining any additional required local, state or federal permits.
3. Reservations made more than 12 months in advance of the month of the intended use may be subject to rate increase. Applications made within 3 days of use will be considered on a case-by-case basis. Submittal of an application is not a confirmation of use. Applications shall be reviewed and can either be accepted, limited or denied.
4. All scheduling must be confirmed by Senior Center staff. Payment of the required fee and security deposit must be made at the time of application. Payments may be made in cash, check, money order or credit card (*nCourt* on-line/telephone and includes processing fee). No reservations are confirmed until after the application is signed, payment is made, and review of application and scheduling completed by Senior Center staff.
5. Parks and open spaces are not intended for private uses. Parks and open spaces may not be closed to general public access without the express written permission of the City. Refer to Blaine Municipal Code 12.32 City Parks for additional requirements.
6. All activities shall be conducted in a civil manner consistent with State and local laws and policies. Individuals or groups being disruptive or causing damage may be asked to leave and/or denied subsequent use of facilities. Applicants providing false or misleading information as to the type of use/activity may also be denied subsequent use of facilities.
7. Applicants who plan to serve alcohol and/or choose to self-cater or opt to use the services of a caterer to serve alcohol are required to obtain a Certificate of Liability Insurance in the amount of two million dollars (\$2,000,000) naming the City of Blaine as additional insured, provided however if the Applicant intends to use the Blaine Pavilion or the Boys and Girls Club property to serve alcohol and/or choose to self-cater or opt to use the services of a caterer to serve alcohol are required to obtain a Certificate of Liability Insurance in the amount of five million dollars (\$5,000,000) naming the City of Blaine and the Boys and Girls Club of Whatcom County as additional insured. A copy of the certificate must be provided to the City not less than 10 business days prior to use.
8. Depending on the purpose and use of the premises, the City reserves the right to require the applicant to obtain a Certificate of Liability Insurance in the amount of no less than two million dollars (\$2,000,000) naming the City of Blaine as additional insured, provided however if the Applicant intends to use the Blaine Pavilion or the Boys and Girls Club property then the applicant may be required to obtain a Certificate of Liability Insurance in the amount up to five million dollars (\$5,000,000) naming the City of Blaine and the Boys and Girls Club of Whatcom County as additional insured. A copy of the certificate must be provided to the City not less than 10 business days prior to the use.
9. Applicants desiring to have music in outdoor areas must obtain permission from the City prior to use.
10. Applicants are responsible for providing or making arrangements for any special needs or equipment for their activity. Any activity requiring site preparation or setup of equipment or furniture requires prior permission from the City. Any set-up and breakdown time must be done within the time period requested on application. Signs advertising or promoting the event are not permitted without prior permission from the City.
11. Applicants shall be responsible for the security of all personal items of persons affiliated with renting any facility. The City of Blaine is also not responsible for the security of applicant's attendees. The City may, however, require applicants to obtain security acceptable to the City depending on the type of activity or use. Costs incurred to acquire security shall be the responsibility of the applicant.
12. Use of facilities is conditioned upon the return of the premises to a neat, clean and undamaged condition. To avoid additional cleanup charges, which may be deducted from the minimum refundable damage deposit, **SETUP and CLEANUP MUST BE COMPLETED WITHIN THE USE PERIOD and MAY NOT EXCEED THE ALLOTTED TIME ON THE RENTAL AGREEMENT.** If the damage or cleanup exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within 15 days of receiving an invoice.
 - **Check: Floors, walls, stairwells, handrails. Clean up any spills.**
 - **Properly dispose of all trash, debris and or litter.**
 - **Be sure to remove all decorations. Not allowed: tacks, nails, staples, duct tape, glitter, confetti, rice, bird seed or helium balloons. Release of helium balloons is not permitted on City property.**
 - **Return furnishings to pre-activity placement.**
 - **City furniture and equipment is not allowed outside of the facility.**

Additional facilities use standards and policies are also contained in the Facilities Rental Policies and Procedures 2-13. It is the responsibility of applicants to read the Facilities Rental Policies and Procedures. In addition, it is the applicant's responsibility to ensure that their guests and caterers adhere to all of the policies and procedures.