



**MONROE  
COMMUNITY  
SENIOR CENTER**

**EVENT RENTAL APPLICATION**

276 Sky River Parkway ~ P.O. Box 602  
Monroe, WA 98272

**MCSC Contact:** Candace Ranz

**www.mcsc.org**

**Phone:** 360-794-6359 ~ **Email:** programs@mcsc.org

Applicant Name	Phone
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Address

City	State	Zip
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Email

2nd Responsible Person	Phone
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<b>Event Date</b>	Day of the week
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**Time:** Set-up time: \_\_\_\_\_ Exit time: \_\_\_\_\_ Total hours: \_\_\_\_\_  
(Set-up, decorating & clean-up are the responsibility of renter)

Type of Activity:	Estimated Attendance
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**ROOMS RESERVED:** (Rooms used will be limited to those specified on this application.)  
Damage deposit secures your date, remaining balance due before event.

ROOM	RATE	HOURS	Non-Profit & MCSC Member rate	TOTAL
Main Hall	60.00 per hour		50.00 per hour	\$
Kitchen (event insurance required)	200.00 flat fee		175.00 flat fee	\$
Pilchuck Room	35.00 per hour		30.00 per hour	\$
Cascade Room	25.00 per hour		20.00 per hour	\$
Sky River Room	25.00 per hour		20.00 per hour	\$
Sound System/Microphone	20.00 flat fee		15.00 flat fee	\$
60" Round tables (included in facility rental fee)	10.00 each		---	\$
8' Long tables (included in facility rental fee)	10.00 each		---	\$
Chairs (included in facility rental fee)	3.00 each		---	\$
<b>Subtotal</b>	---	---	---	\$
Damage Deposit- (Refundable)	300.00	---	---	\$ 300.00
<b>Total Balance Due</b>	---	---	---	\$

The undersigned hereby makes application to the MONROE COMMUNITY SENIOR CENTER, & certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant or Organization & agrees that the applicant has received, reviewed, understands & will observe the rules & regulations contained herein. Applicant agrees to exercise the utmost care in the use of the Center & to waive, release, absolve, indemnify, defend, & hold harmless the MONROE COMMUNITY SENIOR CENTER & its employees from all liability resulting from the use of said facility. Applicant further agrees to reimburse the MONROE COMMUNITY SENIOR CENTER for any damage from the applicant's use of the facility.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

Date-	Deposit paid by-	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash	Walkthrough date:
Date-	Balance paid by-	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash	

Notes:

## Facility Rental Rules & Regulations

### BOOKING

1. The Center is available for rent from 4:00pm to Midnight (12:00am) Monday-Friday, 7:00am-Midnight (12:00am) on Saturdays & 2:00pm-Midnight (12:00am) on Sundays. MCSC activities and events take precedence.  
**Renters must have the facility cleaned up & be off the premises by Midnight (12:00am)**
2. A completed & approved facility rental application & \$300 refundable damage deposit are required before the facility may be booked (no phone reservations accepted). A copy of the contract will be provided to renter.
3. An in-person walkthrough with the rental agent must be done before your event date.
4. Facility rental fees must be paid in full before the event. NSF checks will incur a \$25 charge.
5. Damage deposit checks are cashed on receipt at the time of facility booking.  
Any damages or extensive cleaning incurred will result in the forfeiture of all or part of the damage deposit.
6. **RENTERS MUST INCLUDE THE TIME TO DO OWN SET UP & CLEAN UP IN THE REQUESTED RENTED TIME.**  
**You cannot enter the building before your start time!** No refunds will be given for vacating the facility prior to the contracted time.
7. If serving alcohol, renters are responsible for anyone leaving the function under the influence of alcohol & are responsible for knowledge of Washington State Liquor Laws as they pertain to their event. It is illegal to serve alcohol to anyone under 21 years of age.
8. If serving alcohol, a copy of the Banquet Permit is required at prior to the event.  
Permits can be obtained on the Washington State Liquor & Cannabis Board website- <https://lcb.wa.gov/>
9. **NO ALCOHOLIC BEVERAGES OUTSIDE THE BUILDING.**
10. For your protection, you may wish to obtain General Liability Insurance while on Center property to indemnify against loss resulting from bodily injury &/or property damage. Your personal insurance agency can assist or [www.eventhelper.com](http://www.eventhelper.com)

### CANCELLATION

1. The renter may cancel this Rental Agreement up to 14 days in advance of the date of use by email or telephone notice given to the Rental Agent at the email address or telephone number stated herein. In such event MCSC shall refund the deposit & fees to the renter.
2. If the renter cancels this Rental Agreement with less than 14 days to the planned date of use, the renter forfeits \$100 from damage deposit. If the renter does not give timely notice of cancellation & fails to use the facility, the Center may retain the deposit as liquidated damages.

### EXPECTATIONS

1. Named applicant is responsible for supervision of all persons participating in rental event.  
Children must be supervised at all times.
2. Renter accepts the Center as is & shall maintain the premises in a clean & sanitary condition.
3. Glitter, confetti, sparklers, rice, & birdseed are not permitted inside or outside the building.  
Fireworks, barbeque grills, camp fires, candles, & smoke machines are not permitted on MCSC property.
4. No nails, pins, tacks, staples or tape are to be used on ceilings, walls, windows & furniture.  
Existing hooks & Command strips may be used.
5. **NO SMOKING/VAPING ALLOWED IN THE BUILDING.**
6. **NOISE:** Outside doors to the Main Hall must be closed when music is played. The City of Monroe requires that noise/music be kept to a minimum after 10:00pm. After 10:00pm, events may not have amplified music or overly loud conversation (this is particularly an issue in the outdoor areas of the Center). Failure to comply with the noise ordinances may result in calling the Monroe Police Department, or termination of the event before the contracted hours without a refund.  
**FAILURE TO KEEP NOISE AT A CONSIDERATE LEVEL WILL RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT.**  
Complaints from neighbors will result in the forfeiture of all or part of the damage deposit.

Revised 5/2020

Initials \_\_\_\_\_

## EQUIPMENT

1. Renters are responsible for set-up & take down. Tables & chairs are not to be dragged on floor.
2. Use of Center equipment requested by renter must be approved by the facility manager prior to the event.
3. The piano, sound system, bingo machine, steam table, coffee bar & coffee maker are NOT to be moved.
4. Lost or missing keys will result in a \$25 charge per key.

## KITCHEN (if rented)

1. General liability insurance coverage is required if kitchen is rented. Renter must provide MCSC a copy of the insurance certificate listing Monroe Community Senior Center as additional insured for your event date. Speak with your personal homeowners/renters insurance agency or purchase coverage at [www.eventhelper.com](http://www.eventhelper.com)
2. Kitchen must be clean; wash all surfaces, counters, sinks, & utensils. Clean floors, sink drains, & appliances.
3. If the dishwasher is used, be sure that it is emptied & turned off before leaving.
4. If oven, stove, or flat top are used, be sure they are cleaned & turned off before leaving.
5. Only clear liquids may go down the kitchen drains (NO grease, rice, mashed potatoes, etc.)
6. Pets are not allowed in the kitchen.

## CLEAN-UP

1. Remove all your decorations, balloons, food, supplies and trash.
2. Renter must bring towels/wipes, spray cleaners for cleaning. Mops & brooms are in the Janitor's closet between the restrooms.
3. Floors must be swept and/or mopped.
4. Empty trash from Main Hall, meeting rooms and both restrooms and ensure no mess is left behind in restrooms.
5. Patio area should be cleaned & free of damage to decorations & plants.
6. Take out trash & place new liners in cans. Put all trash & recyclables in the proper containers in the parking lot. (large receptacle is for trash; smaller receptacle is for recycling only.)
7. **If containers are too full to be closed completely, you must take your trash with you.**



← **Not OK**

8. Before exiting, Renter must set-up the rooms rented according to diagram provided.
9. **NO CLEAN UP SHOULD BE REQUIRED BY MCSC STAFF. A cleaning fee will be charged if Center is not cleaned!**

## BEFORE YOU LEAVE

1. It is the responsibility of the applicant to do a walk-thru of the facility to insure these rules have been followed.
2. Fill out & sign the "rental clean-up checklist" & place it in the red "rental return box" near the alarm panel.
3. If any cleaning &/or repairs are required, the renter will forfeit all or part of the damage deposit. Any replacement or repair above the damage deposit will be billed to the renter.
4. Any time used to exceed the time reserved will be deducted from the damage deposit.

**Note:** The MONROE COMMUNITY SENIOR CENTER reserves the right to change or cancel any part of this use agreement & related scheduling of facility. MONROE COMMUNITY SENIOR CENTER shall have no liability for loss or additional expenses or inconveniences caused by weather or for any other reason. The MONROE COMMUNITY SENIOR CENTER is not responsible for personal property. Failure to comply with any of the Facility Rental Rules will result in forfeiture of the entire damage deposit and/or termination of event without a refund.

**I acknowledge that I have read, understood & will adhere to these rules.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_