



## EVENT RENTAL APPLICATION

276 Sky River Parkway ~ P.O. Box 602  
Monroe, WA 98272 [www.mcsc.org](http://www.mcsc.org)

**Rental Agent:** Candace Ranz  
**Phone:** 360-794-6359 ~ **Email:** [programs@mcsc.org](mailto:programs@mcsc.org)

<b>Applicant name</b>		<b>Phone</b>	
<b>Address</b>			
<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Email</b>			
<b>2nd responsible person</b>		<b>Phone</b>	
<b>Event date</b>		<b>Day of the week</b>	
<b>Type of activity</b>		<b>Estimated attendance</b>	
<b>Time: Set-up time:</b> _____ <b>Exit time:</b> _____ <b>Total hours:</b> _____ (Set-up, decorating and clean-up are the responsibility of renter)			

**ROOMS RESERVED:** (Rooms used will be limited to those specified on this application.)  
**\$300 Reservation Deposit secures your date, \$75 non-refundable booking fee, remaining \$225 goes toward rental fees.**

ROOM	RATE	HOURS/QTY	TOTAL
Reservation deposit	300.00	✓	\$ 300.00
Non-refundable booking fee	75.00	✓	\$ -75.00
Main hall	75.00 per hour		\$
Remaining reservation deposit toward fees	225.00	✓	\$ -225.00 = \$
Friday night add-on (7:00pm-11:00pm)	200.00 flat fee	4	\$
Kitchen (event insurance required)	300.00 flat fee		\$
Pilchuck Room	35.00 per hour		\$
Cascade Room or Sky River Room	25.00 per hour		\$
Sound system & microphone	50.00 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)	500.00	✓	\$ 500.00
<b>Total balance due on walk-through date:</b>	---	---	\$

**\*\*Office use only:\*\***

Date:	Reservation deposit	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash	Walk-through date:
Date:	Rental fees	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash	
Date:	Damage deposit	<input type="checkbox"/>	Check #	<input type="checkbox"/>	Credit	<input type="checkbox"/>	Cash	@

Insurance certificate received?  Date \_\_\_\_\_

Notes: \_\_\_\_\_

Keys given: \_\_\_\_\_

Deposit returned?

## Facility Rental Rules and Expectations

### BOOKING

1. The Center is available for rent from 4:00pm to 9:00pm Monday-Thursday, 7:00am-Midnight (12:00am) on Saturdays. A Friday night add-on is available from 7:00pm-11:00pm with an all day Saturday rental (all day is 10:00am-12:00am) Weekend rentals require a 4 hour minimum. MCSC activities and events take precedence.
2. A completed and approved event rental application and \$300 reservation deposit are required before the facility may be booked (no phone reservations accepted). Applicants are charged a \$75 non-refundable booking fee. The remainder of the reservation deposit goes toward the rental fees. Deposit checks are cashed on receipt at the time of booking.
3. An in-person walk-through with the rental agent must be done before your event date. On walk-through date, the remaining rental fees and \$500 refundable damage deposit are collected. A copy of the contract will be provided to renter. Damage deposits are returned by check.
4. Facility rental fees must be paid in full on walk-through date. NSF checks will incur a \$25 charge.
5. **RENTERS MUST INCLUDE THE TIME TO DO OWN SET UP and CLEAN UP IN THE REQUESTED RENTED TIME.**  
**You cannot enter the building before your start time!** Infringing on another rental's time is prohibited. No refunds will be given for vacating the facility prior to the contracted time.

### CANCELLATION

1. The renter may cancel this Rental Agreement up to 20 business days in advance of the rental date of use by email or telephone notice given to the Rental Agent at the email address or telephone number on page 1. In such event, MCSC shall refund the \$225 reservation deposit and any rental fees. \$75 booking fee is nonrefundable.
2. If the renter cancels this Rental Agreement with 20 or less business days to the contracted date of use, the renter forfeits the \$225 reservation deposit.
3. If the renter cancels this Rental Agreement with 10 or less business days to the contracted date of use, the renter forfeits \$200 of the rental fees and the \$225 reservation deposit; the \$500 damage deposit will be refunded in full.
4. If the renter cancels this Rental Agreement with 5 or less business days to the contracted date of use, the renter forfeits \$400 of the rental fees and the \$225 reservation deposit; the \$500 damage deposit will be refunded in full.
5. If the renter fails to use the facility on the contracted date of use, the Center will retain 100% of the rental fees and reservation deposit.

### EXPECTATIONS

1. Applicant must be present throughout the duration of the event and 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 and shall maintain the premises in a clean and sanitary condition.
3. Renters are responsible for the conduct and behavior of their guests and anyone leaving the function under the influence of alcohol. Renters 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.
4. If serving alcohol, a copy of the Banquet Permit is required at event.  
Permits can be obtained on the Washington State Liquor and Cannabis Board website- <https://lcb.wa.gov/>
5. **NO ALCOHOLIC BEVERAGES OUTSIDE THE BUILDING.**
6. No smoking or vaping allowed in the building. Cannabis/marijuana is not permitted in any form at the Monroe Community Senior Center.
7. For your protection, you may wish to obtain Event Insurance while on Center property to protect against loss resulting from bodily injury and/or property damage. Your personal insurance agency can assist or [www.theeventhelper.com](http://www.theeventhelper.com)
8. Glitter, silly string, confetti, sparklers, rice, and birdseed are not permitted inside or outside the building. Inflatable bounce houses, fireworks, barbeque grills, campfires, candles, and smoke machines are not permitted on MCSC property.
9. Nails, pins, tacks, staples and/or tape are not to be used on ceilings, walls, windows and furniture. Existing hooks and Command strips may be used.
10. No wheeled shoes, tap shoes, scooters, hover boards or skateboards inside the building.
11. Non-marking soles only, scuffmarks on floors will result in forfeiture of damage deposit.

## NOISE

1. Amplified music or sound must remain at a level that will not adversely affect neighboring residents.
2. Outside doors 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.)
3. Failure to comply with the noise ordinances may result in the calling the Monroe Police Department, or termination of the event before the contracted hours without a refund.
4. **FAILURE TO KEEP NOISE AT A CONSIDERATE LEVEL WILL RESULT IN FORFEITURE OF THE DAMAGE DEPOSIT.**
5. Complaints from neighbors will result in the forfeiture of the damage deposit.

## EQUIPMENT

1. Renters are responsible for set-up and take down. Tables and chairs are not to be dragged on floor.
2. Tables must be stacked neatly on their carts. Chairs must be stacked 10 high and in an orderly fashion, see diagram on closet door.
3. Use of Center equipment must be approved by the rental agent prior to the event.
4. The piano, sound system, bingo machine, steam table, coffee bar and coffee maker are NOT to be moved.
5. Lost or missing keys will result in a \$25 charge per key.

## KITCHEN (if rented)

1. **Event insurance must be obtained if the kitchen is rented.** A copy of insurance documents must be provided to the Monroe Community Senior Center prior to event. Event insurance can be obtained through [www.theeventhelper.com](http://www.theeventhelper.com). The Center must be named as "additional insured" and insurance value must be \$1,000,000 in general liability coverage.
2. Kitchen must be clean; wash all surfaces, counters, sinks, and utensils. Clean floors, sink drains, and appliances. Only clear liquids may go down the kitchen drains (NO grease, rice, mashed potatoes, etc.)
3. If the dishwasher is used, be sure that it is turned OFF before leaving.
4. If oven, stove, steamtable, flat top or coffeemaker are used, be sure they are cleaned and turned OFF before leaving.
5. Pets are not allowed in the kitchen.

## CLEAN-UP

1. Remove all decorations, balloons, food, supplies and trash.
2. Renter must bring towels/wipes and spray cleaners for cleaning. Mops, mop sink, mop bucket, floor cleaner and brooms are provided in the Janitor's closet between the restrooms.
3. Floors must be swept and/or mopped, including stage. Only use the floor cleaner provided by MCSC. Sticky or dirty floors will result in forfeiture of damage deposit.
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 clean and free of damage to decorations and plants. Bottles, cans, caps, found outside may result in forfeiture of damage deposit.
6. Take out trash and place new liners in cans. Put all trash and recyclables in the proper containers in the parking lot. (large receptacle is for trash; smaller receptacle is for recycling only\*. Break down boxes before disposing.
7. Any damages or extensive cleaning needed by staff will result in the forfeiture of damage deposit.

**\*If dumpsters are too full to be closed completely, you must take your trash with you.**



 **Not OK**



**BEFORE YOU LEAVE**

1. Renter must set-up the room(s) according to the diagram provided before exiting.
2. Renters are responsible for securing the facility upon exiting. False alarms, failure to set the alarm, unlocked doors or windows or unlocked key box may result in forfeiture of the damage deposit.
3. It is the responsibility of the applicant to do a walk-thru of the facility to insure the rules have been followed.
- 4. Renters must have the facility cleaned up and be off the premises by exit time listed on contract.**
5. Fill out and sign the “rental clean-up checklist” and place it in the rental return box near the alarm panel.
6. If any cleaning and/or repairs are required, the renter will forfeit the damage deposit.  
**NO CLEAN UP SHOULD BE REQUIRED BY MCSC STAFF.**
7. Any replacement or repair above the damage deposit will be billed to the renter.
8. Any time used to exceed the time reserved will be deducted from the damage deposit at \$100 per hour.
9. If you rent the facility until midnight, staying later than midnight (12:00am) is prohibited and may result in loss of damage deposit.

**The damage deposit is 100% refundable after the facility has passed inspection that is free of damage and the room(s) and equipment are restored to acceptable condition.**

The undersigned hereby makes application to the MONROE COMMUNITY SENIOR CENTER, and 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 and agrees that the applicant has received, reviewed, understands and will observe the rules and regulations contained herein. Applicant agrees to exercise the utmost care in the use of the Center and to waive, release, absolve, indemnify, defend, and hold harmless the MONROE COMMUNITY SENIOR CENTER and its employees, members and volunteers 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. The undersigned forever releases and waives right to bring suit against MCSC and its employees, members, volunteers or other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing MCSC’s services and premises.

The MONROE COMMUNITY SENIOR CENTER reserves the right to change or cancel any part of this use agreement and 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 or any property left overnight.

Failure to comply with any of the Facility Rental Rules and Expectations will result in forfeiture of the entire damage deposit and/or termination of event without a refund. **I acknowledge that I have read, understood and will adhere to these rules.**

**Applicant name (print)** \_\_\_\_\_

**Applicant signature** \_\_\_\_\_ **Date** \_\_\_\_\_