



Community Center Rental Policy, Rules, and Rental Agreement

Community Center renter has full responsibility for rental including clean up, damage to the building and its contents, lost, damaged or missing furniture or equipment, proof of insurance, and locking up. Failure to meet these responsibilities may result in loss of future use of the Community Center, all, or part of security deposit and/or additional charges.

Renter must be a Scott Lake (SLMC) property owner or resident within the community. SLMC property owner must sponsor and sign the rental agreement if renter is not a homeowner within SLMC. Homeowner must be in attendance during event.

Community Center renter is also responsible for ensuring the following:

- Any fundraising activities must be for community benefit only.
- Rentals may not be used for political, religious, or commercial activities for personal financial gain.
- Any damage to the building or furniture will be charged against the security deposit and other damages may be assessed against renter.
- Residents within SLMC who rent a home from a property owner must provide proof of residency and picture ID with valid Scott Lake address.

A Scott Lake representative may visit the building during the event.

Rentals of SLMC Community Center that involve the serving or providing of any alcoholic beverages shall require a Banquet Permit issued by the Washington State Liquor and Cannabis Board. Banquet Permits are available online at www.lcb.wa.gov and copies must be provided to SLMC with rental agreement. This permit will be displayed during rental.

All renters must provide insurance coverage documentation with the rental agreement. You may obtain event insurance from your homeowner insurance or various day insurance companies, such as www.eventsure.com.

Event insurance is an insurance policy that protects your investment in a specific event. It helps cover your costs if you are found liable for an injury to an attendee caused during your event or are responsible for property damage at the venue you are renting.

SLMC has recognized several Scott Lake groups/organizations that are allowed free use of the Community Center for meetings and/or events. This is limited to SLAMS, Garden Club, Happy Feet, Scott Lake Drainage District, Scott Lake Board of Trustees, and HERS. Members of these groups/organizations are responsible for all aspects of a paid rental. Failure to meet these responsibilities may result in the loss of free use of the Community Center. Board of Trustee prior approval is required for any event for the benefit of the community. Requests may be made at a Board of Trustee meeting held the 3rd Thursday of each month. Verification of renter and/or Club renter will be completed by SLMC office.

RENTER RESPONSIBILITIES

- Obtain a Banquet Permit if alcohol is to be served. Permit must be presented when returning rental agreement.
- Obtain event insurance and must be presented with returning rental agreement
- LIQUOR MUST NOT BE CONSUMED ON THE GROUNDS OUTSIDE OF THE COMMUNITY CENTER.
- Custody and return of the keys. Lost or not returned key will result in a \$100 replacement fee.
- No use of staples, tacks, or tape of any kind for decorations. Remove decorations from building.
- **Renters may not use the flat top grill next to the range. Use of this will result in the loss of damage deposit.**
- Return chairs, tables, pictures to their designated place. Please do not drag tables across the floors. Failure to do so will result in an additional \$25 fee.
- Turn off the range and clean all debris from surfaces and oven.
- Turn off all interior lights. External lights are to remain on.
- Turn thermostat down to 60 degrees upon departure.
- Lock all doors and windows upon departure.
- Turn exhaust fans off.
- Line trash and garbage cans with liners which are located at the bottom of each trash can. Trash is removed from garbage containers in the building and placed outside of the community center next to garbage area.
- Ensure no neighborhood complaints of loud music.
- All doors must remain unlocked during the rental event.
- Ensure that no lighted candles or open flames are used.
- Windows closed and blinds closed upon departure. Window “sticks” are placed in windows.
- Lock all doors. Try all doors from outside to be sure the locks catch.
- Ensure that all drink dispensers are not placed or used in the carpeted area.
- Music cabinet on stage may not be used, disconnected and/or moved.
- **NO SMOKING IS ALLOWED INSIDE THE BUILDING. SMOKING IN BUILDING WILL RESULT IN LOSS OF DEPOSIT.**
- Users can use coffee pots, dishes, silverware if they are cleaned and replaced.
- Clean all debris from tables and counters. Wipe down with a damp cloth.
- All debris including, but not limited to, cigarette butts, and pop cans inside and outside of building is cleaned up.
- Remove all food from refrigerators and kitchen.
- Dust tile floors after cleaning up spills and removing debris.
 - Spot clean tile floors using hot water. Do not use any soap or detergents.
- Vacuum carpet thoroughly.
- Ensure bathrooms are clean and trash is removed.
- Return the issued key by placing key in outside drop box on side community center door.
- Please leave the building and grounds as clean or cleaner than you found it.

CONTACT INFORMATION:

Scott Lake Maintenance Company Office (360) 352-4787 or after office hours (360) 584-4453

EVENT INFORMATION

Date of Rental: _____ Contact Phone: _____

Name of Property Owner or Scott Lake Resident: _____

Address of Property Owner or Scott Lake Resident: _____

Estimated Set Up Time: _____

Per Day
Rental
\$100

Security Deposit
no alcohol
\$250

Security Deposit
with alcohol
\$350

RENTAL PERIOD: 8:00 AM on the day of the rental to Midnight.

Start Time: _____ End Time: _____ Rental Fee: _____

- Proof of residency and picture ID provided: Yes _____ No _____
- Proof of Insurance provided: Yes _____ No _____
- Proof of Banquet Permit provided, if applicable: Yes _____ No _____

Credit Card for damage/security deposit/key replacement provided: Yes _____ No _____

| | |
|-------------------------|-----------------------|
| Credit Card Name: _____ | Number on Card: _____ |
| Expiration Date: _____ | Security Code: _____ |

| |
|---|
| Rental Fee: Check: Y N |
| Check # _____ |
| Cash: Y N |
| Rental Fee Amt. Paid: _____ |
| Date Paid: _____ |
| <i>Please make checks/money orders payable to Scott Lake Maintenance Company.</i> |

Security payments may be paid using a credit card, which will be kept on file until after the event, then the credit card number will be destroyed.

RENTAL AND SECURITY FEE IS DUE AT THE TIME OF APPLICATION. Advance notice of cancellation must be made at least seven (7) days prior to scheduled reservation date for refund of rental fee and deposit. Cancellation within the seven (7) days of reservation may not be refunded. Deposit is refundable within 14 days after the event if all items on the checklist are satisfactory.

Deposit Refund Amt.: _____ Date Refunded: _____

CONTACT INFORMATION:

Scott Lake Maintenance Company Office (360) 352-4787 or after office hours (360) 584-4453

SCOTT LAKE MAINTENANCE COMPANY AGREES TO THE FOLLOWING:

1. Reservation is secure upon receipt of a signed contract, payment of reservation and security fee, proof of insurance coverage, and, if applicable, banquet license.
2. The Community Center will be presented to the renter clean and ready for use.
3. Rental includes the Community Center, parking area, tables, chairs, kitchen appliances, silverware and dishes, equipment, and trash disposal. All dishes/silverware/equipment must be clean upon exit.
4. SLMC will have the sole determination as to whether the building was left in a satisfactory state. Any unsatisfactory conditions will result in charges against damage. Additional charges may apply.
5. SLMC may at their discretion, refuse future rentals to property owner or resident due to the building and/or grounds not being properly returned to satisfactory condition.
6. Deposit will not be refunded until an inspection is done and keys are returned.

RENTER AGREES TO THE FOLLOWING:

Please initial each if agreed to:

___ If application is misrepresented including, but not limited to, higher attendance, alcohol use, type of event, noise complaints beyond 10:00 p.m. etc., all the security deposit will be forfeited. If misrepresentation is significant, damage is done to the building or building is left in significantly worse shape than before the event, additional charges including attorney fees will be billed to renter.

___ Fire safety rules require that all doors remain unlocked during the rental event.

___ No lighted candles or open flames in use.

___ No deep fat frying is allowed.

___ No fireworks are allowed during any community center rentals. Failure to follow this expectation will lead to forfeiture of the rental damage deposit.

___ When the rental event is over, it is agreed the renter responsibilities will be adhered to.

___ The renter agrees to ensure all material used for the rental event is removed from the Community Center within the agreed and contracted rental period, unless otherwise approved by SLMC. The renter will surrender from the renter's security deposit a rental fee for an additional rental day at the same rate as the original day.

___ Flat top grill next to range is not available for renter use.

___ Children's videos are to remain on premises

As the renter, I hereby acknowledge that I have read and will comply with the rental contract and renter responsibilities and renter will provide insurance and/or a banquet license if applicable.

Print Name- Renter _____

Sign Name – Renter _____ Date: _____

SLMC Signature: _____ Date: _____