

RESOLUTION NO. 348

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AMENDING  
THE CITY'S FACILITY RENTAL POLICY**

WHEREAS, the City Council adopted Fees and Charges for City Facility Rentals;

WHEREAS, the City has established policies and procedures for the rental of public facilities, including the Town Hall Room at City Hall;

WHEREAS, the City Council finds that due to the high use of City Hall facilities by other government agencies during working hours City Hall is not adequately available for City business;

WHEREAS, the City wishes to recover its costs associated with facility rentals to government agencies; and

WHEREAS, the City wishes to maintain the partnering relationships it has built with the University Place School District and University Place Fire Department; NOW, THEREFORE,

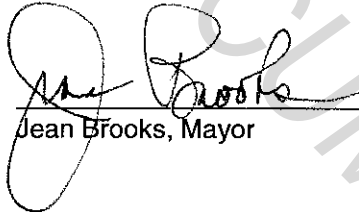
**BE IT RESOVED BY THE CITY COUNCIL OF UNIVERSITY PLACE AS FOLLOWS.**

Section 1. Facility Rental Policy amended. The Facility Rental Policy is amended as shown in Attachment A to this resolution.

Section 2. Authorization of City Manager or Designee to Administer the Facility Rental Policy as Amended. The City Manager or designee shall administer the Facility Rental Policy as amended in Attachment A to this resolution.

Section 3. Effective Date. This resolution shall take effect May 1, 2002.

**ADOPTED BY THE CITY COUNCIL ON APRIL 15, 2002.**

  
\_\_\_\_\_  
Jean Brooks, Mayor

Attest:

  
\_\_\_\_\_  
Catrina Craig, City Clerk

## CITY OF UNIVERSITY PLACE POLICIES & PROCEDURES

<b>TITLE: Facility Rental Policy</b>	<b>POLICY MANUAL SECTION &amp; NO.</b> 05.03	
<b>APPROVED BY CITY MGR</b>	<b>REVISES OR SUPERSEDES</b> 05.03, 11-15-99, 3-27-00, 8-14-00, 7-16-01, 9-17-01	<b>EFFECTIVE DATE:</b> 05-01-02

### 1. PURPOSE

This policy is intended to establish equitable rental and usage of the City of University Place facilities. The purpose of this policy is to broaden public participation in civic and community affairs within the city of University Place. The City Council finds that there are an inadequate number of meeting rooms privately available for rental by members of the public, non-profit, and social organizations and that the public interest in developing a sense of community is best served by utilizing City facilities for these purposes.

### 2. DEFINITIONS

**Applicant:** Must be at least 18 years of age, unless alcohol is being served or consumed, then the applicant must be 21 years or older.

**Community:** Meetings, gatherings, or activities of youth or non-profit organizations that directly benefit the University Place community that will not be charging admission or soliciting donations during the rental.

**Category I User – Senior/Community Center:** Includes profit, social and fundraising activities and may require City Staff to be in attendance during rental.

**Category II User – Senior/Community Center:** Includes government (except the University Place Fire District or University Place School District), city related, community, and City Departments and does not require City Staff to be in attendance during rental.

**Category I User – Town Hall Room:** Includes resident profit and non-profit activities and requires City Staff to be in attendance during rental.

**Category II User – Town Hall Room:** Includes non-resident, non-profit activities and require City Staff to be in attendance during rental.

**Category III User – Town Hall Room:** Includes non-resident, profit activities and require City Staff to be in attendance during rental.

**Category IV User – Town Hall Room:** Includes government activities, except those of the University Place Fire District or University Place School District, and require City Staff to be in attendance during rental.

**City-related groups:** Activities including programs and meetings sponsored or implemented by the City of University Place Departments or Divisions, including but not limited to, park and recreation activities and programs and city sponsored meetings.

**Clean up:** The activity involving sweeping, mopping, and vacuuming (if necessary), putting away tables and chairs, and disposing of garbage. Applicant will be responsible for cleaning and leaving facility/building in the condition received.

**Damage/Cleaning Deposit:** An amount paid in advance of an event to insure proper clean up and to cover breakage, loss or damage.

**Fundraising:** Activities that directly or indirectly relate to fundraising for political candidates, community and non-profit groups. This is applicable for groups having public events (except city sponsored programs) which charge admission or solicit donations.

**Non-resident:** The applicant, individual, group, or organization which does not reside within the University Place city limits, nor directly benefits the immediate University Place community.

**Profit:** Activities that include private individuals, groups or organizations that will be selling goods and/or services or conducting classes, clinics or sessions, etc. for profit.

**Rental Fee:** The fee charged for use of a city facility as designated in Attachment A – Categories Usage Time Priorities and Fees Schedule and Attachment B – Town Hall Room Fee Schedule. Rentals exceeding the scheduled time will be charged in 30- minute increments, a two-hour minimum is required for usage of the Town Hall Room for category I.

**Resident:** The applicant, individual, who resides within the University Place city limits, groups or organizations, which directly benefit the University Place community and any individual who owns a business licensed within the City of University Place.

**Set-up:** This activity includes arranging tables, chairs, equipment and decorations and is the responsibility of the applicant.

**Security:** Security personnel provided by Pierce County Sheriff department or private security business.

**Social Groups:** Private individuals, groups or organizations having activities including, but not limited to, receptions, banquets, parties and dances. Includes all events in which alcohol is served or consumed.

**Youth Fundraiser:** Individuals, groups or organizations that will be using the facility for fundraising activities which directly benefit the youth of the University Place community.

### **3. POLICY**

- A. All use is to be in accordance with the following policies.
- B. The purpose of the City of University Place is to provide multi-use facilities for meetings and activities that are recreational, social, civic or commercial in nature.
- C. The City facilities belong to the citizens of the city of University Place and are available for their use and enjoyment, and are also available to non-residents. The City does not discriminate on the basis of race, creed, color, national origin, religion, gender, marital status, age, sexual orientation, political affiliation, sensory, mental or physical disability. Any persons or group using the facilities shall not exclude any persons from their activities in the center on the basis of this non-discriminatory policy.
- D. Permission to use the facilities does not constitute an endorsement of a group's philosophies, policies or beliefs.
- E. The City Manager or the Manager's designated representative shall make any necessary interpretation of any City of University Place Policy.
- F. The City Council establishes all fees related to City facilities usage by Resolution. The City Manager has the authority to amend the categories, usage time priorities and fees described in the Appendix A Schedule.
- G. The City reserves the right to make any changes to these policies at any time.

#### 4. PROCEDURES

- A. Any person or group wanting to use City facilities shall make application for facility rental on forms provided by the City of University Place. Additional information may be required. Applications are available at the Senior/Community Center, at the Parks and Recreation Office, and from the Receptionist at University Place City Hall.
- B. All scheduling of the Senior/Community Center building at 2534 Grandview Dr. West, University Place will be done through the city of University Place Park and Recreation Division office in the building.
- C. All scheduling of the Town Hall Room located at City Hall in Windmill Village, 3715 Bridgeport Way W., University Place, will be done through the Management Services Department.
- D. Reservations for private use may be made a maximum of twelve (12) months prior to the desired date, and must be made by written application. No formal reservations will be accepted by phone.
- E. Use of the Senior/Community Center and assessment of fees will be approved in writing by the Parks and Recreation Manager or the Manager's designated representative.
- F. Use of the Town Hall Room and assessment of fees will be approved in writing by the Management Services Director or the Management Services Director's designated representative.
- G. Rental application may be revoked for violation of policies. Rental application shall not be assigned or sublet.

#### 5. GENERAL REGULATIONS

##### Reservations

- A. Use of the facility will be limited to persons or groups who are legally willing and financially capable of accepting responsibility for the meeting or activity, the structure and contents of the activity. The City reserves the right to require forms, applications and documents as may be necessary to protect the Community's investment in its facilities. Meetings or activities shall be conducted in an orderly manner. The applicant shall be financially responsible for personal injuries or property damages arising from the meetings or activities.
- B. Reservations for private use may be made up to twelve (12) months in advance of the activity. However, to encourage use of the facilities by a wide range of organizations and agencies, the City expressly reserves the right to refuse to rent the facilities at any time. In addition, the City has first priority in scheduling the use of City-owned facilities, and the University Place School District has second priority use. However, the School District may not preempt the use of a City facility by another renter if that renter has already reserved and paid for the rental of the City -owned facility. No group, except for the City and School District, shall be allowed to monopolize the use of the facilities.
- C. A reservation will be confirmed as booked by a designated City representative upon the arrival of the Rental Application and full payment of the rental fee. The applicant shall not advertise its use of any city facility until the reservation is confirmed.
- D. Unless written approval has been granted, no group using City facilities will be allowed to use the city logo or imply in any way that the City is a sponsor/co-sponsor of the event or activity.
- E. Applicant shall provide the City with copies of all required permits and insurance coverage, when required, no less than fifteen (15) days in advance of the rental date(s). Failure to obtain required permits and insurance is grounds for forfeiture of the rental fee.

- F. Ongoing, regularly scheduled meetings will be considered but will not be allowed to monopolize the time available for rental use.

#### Deposits

- A. Category I user groups renting the Senior/Community Center are required to pay a damage/cleaning deposit of \$200 at least fifteen (15) days prior to an event to insure proper cleanup, and to cover breakage, loss or damage.
- B. Category II user groups renting the Senior/Community Center are not required to pay a deposit, but are still financially responsible for damage or cleaning charges.
- C. User groups renting the Town Hall Room are required to pay a damage/cleaning deposit of \$250 at the time of rental application to insure proper cleaning, and to cover breakage, loss or damage.
- D. An additional deposit of \$150.00 will be required to be paid by any user group if alcohol will be served or consumed, in addition to the rental fee and damage/cleaning deposit.
- E. The applicant shall be required to pay the full cost of breakage, damage or loss (over and above deposited funds) regardless of amount. If damage occurs and is less than the amount of deposit, the balance shall be refunded with a copy of the invoice for damages. Up to a 15 percent (15%) administrative charge may be added to actual expenses. In addition, a \$20 per hour per staff person fee will be charged against the deposit for repairs or additional cleaning that is required as a result of an event.
- F. All deposits will be refunded if reservations are not cancelled, proper cleanup is completed and no breakage or damage to the grounds, facility, or equipment occurred.
- G. The City of University Place staff on duty shall determine proper cleanup.

#### Damage/Cleaning Deposit

The damage/cleaning deposit is due no later than fifteen (15) days in advance of the rental date. Otherwise, the reservation will be cancelled. The City of University Place, whether paid by check or cash, will deposit the damage/cleaning deposit. Returnable portion of damage/cleaning deposit will be refunded by check approximately two weeks following the rental, provided no damage repair is necessary. If damage repair work is to be completed, the deposit will not be processed until all work is completed and an invoice available.

#### Fee Payment

- A. The full amount of Rental fees for the Senior/Community Center shall be paid at the Senior/ Community Center in order for the Rental application to be considered. The damage/cleaning deposit is required a minimum of fifteen (15) days prior to the rental date.
- B. The full amount of the rental fees for the Town Hall Room shall be paid at City Hall in order for the rental application to be considered. The damage/cleaning deposit is required a minimum of fifteen (15) days prior to the rental date.

#### Multiple Date Reservations

Application for Category I facility rental of more than one date will require one damage/cleaning deposit. This deposit will be held for the term of the rental usage.

#### Notice of Cancellation

- A. A request for cancellation of facility rental must be received in writing.
- B. When notice is received sixty-one (61) or more days prior to the scheduled rental date, a full rental fee, less an administrative fee of \$25.00 will be refunded. When notice is received sixty (60) to thirty (30) days prior to the scheduled rental date, one half of the rental fee, less an administrative fee of \$50.00 will be refunded. No refund will be made when notice of cancellation is received thirty (30) or less prior to the rental date.
- C. If a subsequent rental occurs during the cancelled time frame, the initial renter will be refunded the hourly rate paid by the new entity renting the facility less an administrative fee of \$25.00.
- D. The City shall not be responsible for any damages of whatever nature or kind, relative to the cancellation of the event.

#### Facilities

- A. Facilities and equipment shall be left in the condition that was present prior to the rental, and is deemed acceptable to city staff on duty.
- B. Users of the facilities shall observe, and comply with all applicable City, County, State, and Federal Laws, rules and regulations.

#### Damage

- A. Users of City facilities are financially responsible for any damage to property or loss of property. A fee equal to the total replacement cost will be charged. Up to a 15 percent (15%) administrative charge may be added to actual expenses. In addition, a \$20 per hour staff person fee will be charged against the deposit for repairs or additional cleaning that is required as a result of an event.
- B. Payment for damage shall be deducted from the damage deposit refund. If the cost of the damage is more than the deposit, the user will be assessed the additional amount. Failure to pay the additional amount bars the applicant from any further use of the facility.

#### Liability

The applicant agrees to indemnify and hold the City, its elected officials, officers, employees, agents, and volunteers harmless from any and all claims, demands losses, actions and liabilities, (including costs and all attorney fees), to or by any and all persons or entities, including, without limitation, their respective agents, licensees, or representatives, arising from, resulting from, or connected with this Agreement to the extent caused by negligent acts, errors or omissions of the applicant, or by the Applicants breach of this agreement.

#### Insurance

- A. The City shall require the applicant to carry a policy naming the City of University Place as an additional insured at amounts required by the University Place Risk Manager.
- B. A certificate of insurance must be provided for Risk Manager review and approval upon submission of the rental application.

#### Staffing

The City shall require a City staff member be in attendance at all activities held at City Hall.

When an activity condition warrants the presence of one or more certified security personnel, the cost of this service shall be borne by the applicant sponsoring the activity.

#### Fire Permit

When the activity or program within the facility exceeds the occupancy load, a fire permit from Pierce County Fire District 3 will be required. Proof of fire permit must be provided to the City of University Place at least fifteen (15) days prior to the event.

#### Minors

Groups composed of minors shall be supervised by one adult (18 years of age or older) per 20 juveniles at all times while using City facilities. The application for use of the facility must be made by the adult who will be responsible for and in attendance at the activity.

#### Decoration

- A. Any decorating or other alterations to the existing facilities will be subject to prior approval the City of University Place. No objects are to be suspended or attached to ceilings, walls, or windows without prior approval.
- B. Use of any open flame or non-fireproof materials is, as a general rule, not permissible in any public building. Prior clearance must be granted in writing from the City of University Place.

#### Floors

No objects are to be attached to floors by any method, and no materials are to be applied to floors without prior approval.

#### Smoking

No smoking of any kind is permitted inside, or within 10 feet of, City building entrances.

#### Cleanup

Facilities and equipment, both inside and outside the building, shall be left in the same condition as found prior to the activity, excluding sanitation of the restrooms. The cost of any additional cleaning will be added to the user's bill or deducted from the deposit. All cleaning must be done immediately after the event.

#### Amplified Sound

Any activity that will utilize amplified sound such as music, band performances, karaoke, stereos with speakers or any microphones may require city staff (at an hourly rate established by the City dependent upon the staff members current salary level) shall comply with the noise ordinance.

## **6. FOOD AND BEVERAGE REGULATIONS**

#### Alcohol

Use of alcoholic beverages must be requested at the time the facility use application is made. A Washington State Liquor Control Board Banquet Permit must be obtained. The City reserves the right to place restrictions on the use of alcoholic beverages in accordance with State Law, City Ordinance and City of University Place policy.

- A. No alcoholic beverage shall be served to any person under 21 years of age.

- B. No alcohol will be served or consumed during any city-sponsored activity or program.
- C. City staff will be required for any facility usage when alcohol will be served or consumed.
- D. Injuries caused to or by any person as a result of alcoholic beverages being served or consumed on the City's property, or arising off the City property, or as a result of alcohol being available on city property shall be the sole responsibility of the applicant, its sponsor and /or adult representative.
- E. The applicant shall remove all beverages and beverage containers from the facility immediately following the approved function.
- F. Any activity where alcohol beverages shall be permitted requires an additional refundable deposit of \$150.00 due at the time of rental application.
- G. The distribution or consumption of alcoholic beverages shall be in compliance with all applicable laws, including regulations of the Liquor Control Board. Any applicant using the City premises shall be solely responsible for obtaining all required permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. The city shall have no responsibility in this regard.
- H. Evidence of required permits, licenses, or insurance must be provided to University Place staff at the time of rental application.

#### Food

- A. Groups or individuals serving meals shall meet all Washington State and Pierce County Health Code regulations (e.g. food handler permit).
- B. If an applicant wishes to have a catered function, a City approved licensed caterer must be used. A list of approved caterers will be provided upon request (if a caterer is not on the list, they may be added if willing and able to comply with City requirements). Menus and prices will be arranged between the caterer and the applicant.
- C. The type of food preparation may be restricted due to kitchen equipment available. Kitchen facilities should be toured in advance of holding an event. Menus need to be reviewed with the Senior/Community Center Supervisor, or designee, or the Management Services Director, or designee, at the time of application.
- D. In accordance with the Pierce County Sewer and Wastewater Regulations no cooking or baking devices using an excessive amount of grease may be used in the facility, including but not limited to woks and deep fryers.
- E. All grease must be properly disposed of in a garbage container. Users are required to wipe down all surfaces that have been in contact with fats, oils or greases (cooking surfaces, plates and utensils) with paper towels before washing.

## **7. VOLUNTEER RENTAL POINTS**

Because of the City's policy of encouraging public participation in community and civic affairs which benefit the residents of the City of University Place, a policy allowing public involvement to be a partial consideration for rental of City facilities is expressly declared by the City Council to be in the best interest of the community. Therefore, Town Hall Room Category I users may earn volunteer points towards the rental of the Town Hall Meeting Room. Rental points may be earned through pre-approved, City-sanctioned volunteer services, and points may be applied to the hourly rental rate of the Town Hall Room in lieu of monetary payment. However, volunteer rental points may not be applied toward the



deposit, insurance, cost of staff presence (if necessary), or clean-up costs incurred by the City. The Town Hall Volunteer Rental Point System is established as follows:

30 points = 1 Hour of Town Hall Meeting Room Rental, with kitchen.

Volunteer Activities earn rental points according to the following table:

<b>VOLUNTEER ACTIVITY</b>	<b>POINTS EARNED PER HOUR, PER PERSON</b>
Litter Removal	8
Brush Clearing/Landscaping	8
Installing Park & Playground Equipment	8
Orchard Maintenance	8
Clerical Work	8
City Youth Activities (coaching, chaperoning, etc.)	8
Carpentry, Painting, Electrical, Plumbing	10
Historical Preservation	10
Donation of Materials for Holiday Tree Lighting & Volunteer Appreciation Events	One-half of the Retail Value Shall be Directly Applied to the Rental Rate.
Other	As Approved in Advance by The City Manager or his/her Designee.

The following restrictions apply to the Town Hall Volunteer Rental Point System:

1. Only Town Hall Category I Users, as teams or organizations (not individuals), may earn points.
2. The volunteer activities listed above must directly benefit the City. For example, litter pickup would have to be performed on City-owned property. Work for the School District, Pierce County, the State, churches, or civic organizations would not earn points.
3. To earn points for any of the activities listed above, *prior* written City approval is required. Volunteer teams or groups who wish to earn points must first complete the Town Hall Volunteer Rental Points Application and have it approved, in writing, by the Management Services Department.
4. Points must be earned before points can be applied towards the rental of the Town Hall Room.
5. Points may not be applied towards the actual City costs of staff presence (if necessary), janitorial cleanup (if necessary), or the damage/cleaning deposit.
6. Each team or organization may not earn more than 400 points per calendar year, and points must be used no later than twelve months after they are earned.
7. With the exception of the City Holiday Tree Lighting Ceremony and the City Volunteer Appreciation Banquet, donating material goods does not earn rental points. As for the Holiday Tree Lighting Ceremony and Volunteer Appreciation Banquet, material donations must be approved in advance by the City, and donors may apply one-half of the retail value directly to the hourly rental rate. The Management Services Department, if they are to be applied to the hourly rental rate, must approve such donations, in writing.
8. All teams and organizations that earn rental points must abide by the rules outlined in this City's Facility Rental Policy. Deposit, insurance, alcohol, and all other requirements in the policy still apply.

**SCHEDULE 'A'**

**Senior/Community Center Facility Rental Policy  
Categories, Usage Time Priorities and Fees Schedule**

**I. User Groups/Categories**

Category I - Includes the user groups of Profit, Social and Fundraising and requires city staff to be in attendance during rental. Two (2) hour rental minimum required.

Category II - Includes user groups of City recreation programs, Government (except the University Place Fire District or University Place School District), Community, and City departments and do not require city staff to be in attendance during rental. One hour rental minimum required.

**II. Facility Usage Time**

There are three primary facility usage times available for rental and use besides the City of University Place Park and Recreation Senior programs scheduled Monday – Friday, 9:00am – 2:00pm. There are classified as Prime, Non-Prime and Program times and are illustrated in the following chart.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am							
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							

	Programmed Time
	Non-Prime Time
	Prime Time

**Programmed Time**

Monday – Friday            7:00 a.m. – 5:00 p.m.

**Non-Prime Time**

Monday – Thursday        5:00 p.m. – 11:00 p.m.  
 Sunday                        7:00 a.m. – 11:00 p.m.

**Prime Time**

Friday 5:00 p.m. – 1:00 a.m.  
 Saturday 7:00 a.m. – 1:00 a.m.

**III. Scheduling Priorities**

In order to have a balanced and equitable rental usage, the following scheduling priorities have been established.

	Group	Prime Time	Non-Prime Time
<b>Category I</b>	Profit	1st	2 <sup>nd</sup>
	Social	1st	2 <sup>nd</sup>
	Fundraising	1st	2 <sup>nd</sup>
<b>Category II</b>	Recreation Programs	2nd	1st (Tuesday and Thursday)
	Community / Government	2nd	1st (Monday and Wednesday)
	City Department	3rd	3 <sup>rd</sup>

**IV. Rental Fees**

The following are the different user groups with related rental fees. There are non-resident and resident rates based upon the residency of the applicant.

	Group	Fee (Hourly)	
		Non-Resident	Resident
<b>Category I</b>	Profit	\$83.00	\$71.50
	Social	\$57.50	\$50.00
	Fundraising	\$57.50	\$50.00
	Youth Fundraiser	\$14.50	\$12.50
<b>Category II</b>	Recreation Programs	N/A	\$5.50
	Community/ Government	\$30.00	\$25.00
	City Departments	N/A	\$ 0

**SCHEDULE 'B'**

**Town Hall Room Facility Rental Policy**  
**Usage Time and Fees Schedule**

**Usage Time**

	Friday	Saturday	Sunday
7:00 a.m.			
8:00 a.m.			
9:00 a.m.			
10:00 a.m.			
11:00 a.m.			
12:00 noon			
1:00 p.m.			
2:00 p.m.			
3:00 p.m.			
4:00 p.m.			
5:00 p.m.			
6:00 p.m.			
7:00 p.m.			
8:00 p.m.			
9:00 p.m.			
10:00 p.m.			
11:00 p.m.			
12:00 midnight			

(Set-up prior to 5:00 p.m. should be coordinated with City Hall staff.)

Weekday rentals (days & evenings) may be authorized on a space available basis by the Administrative Services Director so long as such use does not conflict with City uses.

**Fees Schedule**

**2 Hour Minimum Rental  
(Kitchen Included)**

<b>CATEGORY I* and IV</b>	<b>CATEGORY II</b>	<b>CATEGORY III</b>
<b>Resident: Profit/Non-Profit And Government**</b>	<b>Non-Resident: Non-Profit</b>	<b>Non-Resident: Profit</b>
\$40.00 Per Hour Daily Rate: \$360.00	\$50.00 Per Hour Daily Rate: \$450.00	\$60.00 Per Hour Daily Rate: \$540.00

\*Town Hall Category I users, as teams or organizations (not as individuals), may apply earned volunteer rental points in lieu of paying the hourly rate. See the Facility Rental Policy for more details.

\*\* The University Place School District and The University Place Fire Department will be charged the same rate as they charge the City for the use of their facilities.

UNOFFICIAL DOCUMENT