

APPLICATION FOR USE OF THE PETER KIRK COMMUNITY CENTER

Today's Date: _____

Name of Applicant or Organization: _____

Name of Person in charge: _____

Address: _____

Street City State Zip

Phone: Hm _____ Wk _____ Other: _____

ACCOMMODATIONS REQUESTED

Resident
 Non-Resident

Requested Date(s): _____ Day(s) of Week: _____

Time(s): From _____ AM/PM To: _____ AM/PM

Please Note: Set up and clean up time needs to be included in time requested.

Type of Activity: _____ # of People: _____

Do you plan to have:
 Stereo/DJ
 Live Music
 No Music

Areas Requested/Maximum Occupancy:

Multi Purpose Room/N Activity [150]

Use Kitchen Yes No

Lobby Meeting Room [50]
 Meeting Room 1 & 2 [32]
 Meeting Room 3 & 4 [24]

INSURANCE: The City of Kirkland does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. If applying organization is required to be covered by bodily injury and property damage liability insurance, they are responsible for obtaining said insurance. If "required," attach proof of insurance.

AGREEMENT: The undersigned makes application to the City of Kirkland (City) for use of the Peter Kirk Community Center and certifies the information given in the application and supporting materials is true. The undersigned states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all ordinances and regulations of the City of Kirkland and the Peter Kirk Community Center. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, employees, for any claim, real or imaginary, filed against the City or its officers, agents or employees, alleging damage or injury arising out of the subject matter of this Agreement; provided, however, that such provision shall not apply to the extent that damage or injury results from the sole fault of the City or its officers, agents, or employees. "Fault" as herein used shall have the same meaning as set forth in RCW 4.22.015. The applicant agrees to reimburse the City of Kirkland Parks and Recreation Department for any damage arising from the applicant's use of said facilities and equipment. The applicant or his agent has examined and inspected the park facilities, premises, equipment, and furnishings for defects and finds them fit and safe for the purpose stated above. Policies and guidelines attached to this form are a part of the agreement.

Applicant Signature: _____ **Date:** _____

Please make check payable to **City of Kirkland.**

Mail to: **Peter Kirk Community Center
352 Kirkland Avenue
Kirkland, WA 98033**

Renter Initial and Date

Received Rental Policy _____

Received Caterer Policy _____

Received Clean-Up Agreement _____

Parks & Community Services Use Only

Rental Fee:	Date:	Paid:
_____ Hrs @ \$_____ Hr		
Damage Deposit-Refundable		
1st Payment (on receipt of application)		
Final Payment		
Received Banquet Permit		
Received Certificate of Insurance		

PETER KIRK COMMUNITY CENTER RENTAL POLICIES

General Provisions

1. The principal purpose and priority use of the Peter Kirk Community Center is for City of Kirkland programs and activities. When not in use for City-sponsored activities, the community center will be made available for use by community groups and individuals on a first-come, first-served basis.
2. Use of the facility for commercial purposes or activities that involve fund raising, advertising, promoting, or selling of merchandise or services will not be allowed. In addition, business meetings and seminars shall not involve an admission fee or tuition, nor be advertised as being open to the general public.
3. A Parks and Community Services Department employee will be present in the facility at all times.
4. At no time will any rental function occur past 12:00am (midnight). The community center is not available on City holidays.
5. Smoking is strictly prohibited. No amplified music, candles, or open flames allowed.

Rental fees and Deposits

6. Fees will be based on hourly rates as follows:

Multi Purpose Room and Kitchen (max.150)	Meeting Rooms(max.16-32)	Lobby Meeting Room (50)	Hours available: Monday – Friday 5:00pm-12:00am Saturday & Sunday 8:00am-12:00am
\$300 damage deposit \$500 damage deposit if alcohol is being served \$95/hr residents \$115/hr non-residents	Damage deposit may be required \$25/hr residents \$35/hr non-residents	Damage deposit may be required \$50/hr residents \$60/hr non-residents	Overtime will be charged at 1.5 times the rental rate

7. Rental of facility is limited to no more than one (1) reservation per month by any one group.
8. A refundable damage deposit (see table above) will be required for rental of the Multi-purpose room. The City of Kirkland reserves the right to require a damage deposit for other room rentals based on the nature of the activities.

Application and Payment Procedures

9. Reservations will be accepted no less than thirty (30) days and no more than six (6) months in advance.
10. Reservations will be approved after the completed application form is received. Your reservation is not final until you have received written confirmation.
11. Fifty percent (50%) of rental fees are due two weeks after reservation approval. The remaining rental balance plus full damage deposit are due not less than one (1) month prior to rental date. **No changes to rental hours are allowed within one month of the rental date.**
12. Cancellations/Refunds:
 - ◆ With 3 months notice: 100% of fees will be refunded, less a \$15.00 cancellation fee
 - ◆ With 1 months notice: 50% of fees paid will be refunded.
 - ◆ With less than 1 month notice: No refund.
13. Damage deposits will be fully reimbursed if cleanup is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. You must sign a rental checklist before you leave the facility in order to have your deposit returned. **Allow 4 weeks for the deposit refund to reach you.**

Guidelines for Renters

14. Renters hours reserved must be consecutive and must include time for your set-up and clean up.
15. There are 20 six-foot folding tables and 160 chairs available for large events in the multi-purpose room. The maximum capacity of the multi-purpose room is 150 people.
16. The renter is responsible for setting up and taking down folding tables, and for returning tables and chairs to their original location. Furniture is for indoor use only.
17. Kitchen usage **MUST** be pre-approved and includes use of the oven, stove, and steam table only. **There is no dishwasher, refrigerator or freezer available for use.**
18. All food, decoration, and supplies brought into the center by renters are to be removed by the end of the rental period. You must leave the room(s) arranged as you found them.
19. Do not throw rice, birdseed, or confetti inside or outside the building.

20. All decorations must be flame-proof or fire retardant. Decorations must be applied with masking tape only and may not be hung from light fixtures, ceilings, heat detectors, or emergency lights. Helium balloons must be secured on tables and not allowed to float freely.

Guidelines for Serving Alcohol

21. If alcohol will be served at the event, be advised of the following policies and procedures:
- **It is illegal to serve liquor to anyone under the age of 21.**
 - The sale of alcohol is not permitted.
 - Alcohol service is limited to beer and wine only. Beer kegs and hard liquor are not allowed.
 - Alcohol must be served in the area designated on your rental permit.
 - A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Kirkland a minimum of 30 days prior to the event.
 - The renter is responsible for the conduct and behavior of drinking guests.
 - It is recommended that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
 - The City will determine the appropriate staffing level required for the event. If additional staff is deemed necessary, a fee of \$15 per hour will be added to the rental charges.
 - Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.
 -

If serving alcohol, the following documents are required:

- State of Washington Banquet Permit

This permit can be obtained from a local State of Washington liquor store. Submit a photocopy of the approved permit with your Facility Use Request. Keep the original to post at the facility during the event.

- Certificate of Insurance

Additional insurance is required for events serving alcohol, contact your insurance agent for this document. Submit an insurance certificate with the Facility Use Request, listing the following:

- Alcohol Liability
- \$2,000,000 General Aggregate, \$1,000,000 per person, per incident
- City of Kirkland listed as additionally insured
- Date, time and location of the event

- Additional Insured Endorsement

This document provides proof the insurance policy has been endorsed to contain that the renter's insurance coverage shall be primary insurance as respects the City of Kirkland. Contact your insurance agent for this document.

These documents must be submitted 30 days prior to the event. If coverage can not be obtained through a private carrier, contact Washington Cities Insurance Authority at (206) 575-6046. All requests made through WCIA must be done at least 30 days prior to the date of the event

FACILITY ATTENDANT

A Facility Attendant will be on duty to assist you during the rental period. He/She will assist you in the following ways:

1. Unlock the building and welcome you at the scheduled time. The Attendant must deactivate the alarm system upon entrance to the building and will reactivate it at the end of your function. ***Do not attempt to enter the building without a Facility Attendant present.***
2. Can answer questions such as "Where is . . ." or "How do we . . ."?
3. Ensures the safety and security of the building during the period of the rental.
4. Provides general custodial supervision and will sign the Clean-up Check List at the close of your function.

The Facility Attendant is ***not*** able to:

1. Act as guardian or security for wedding gifts or any other valuables brought into the premises.
2. Act as a custodian for set up or clean up.
3. Direct traffic.
4. Move tables, chairs or equipment.
5. Allow use of unscheduled equipment or areas of the facility.

FOR YOU AND YOUR CATERER

The Kirkland Senior Center is pleased to offer you a do-it-yourself facility for your special event. Please note that custodial services are not provided in the rental contract. You are responsible for kitchen clean-up (*Please see the Clean-up Checklist*).

- The **responsible party** and his/her caterer, if a caterer is used, must have a kitchen orientation at least one week prior to the scheduled event. To make an appointment for the orientation, please call the Senior Center at 425.587.3360. Please allow time for scheduling of the appointment.
- We do **not** provide pots, pans, dishes, silverware, utensils, paper products or condiments. The renter is responsible for providing these items.
- We **do** provide the following equipment for your use. Directions for using the equipment will be provided at the kitchen orientation.

Steam table
Convection Ovens
Standard Oven
Stove top with 2 burners

- The following equipment in the kitchen is not is **not** for use by the renter. The damage deposit will be forfeited if this equipment is used.

Dishwasher
Commercial Freezer/Refrigerator
Steamer
Grill

- We are unable to receive or accept any items for storage prior to, or following, a rental period. Please arrange for all deliveries and pick ups to be made during the rental period.

KIRKLAND SENIOR CENTER RENTAL CLEAN-UP CHECKLIST

It is the responsibility of the renter to see that the facility is left in the same condition as it was received prior to the event. The following items must be checked off upon completion of the event. The checklist shall be signed by the renter and the Facility Attendant on duty. Any failure to properly clean up the facility may result in forfeiture of all or part of the damage deposit.

Please circle Yes or No

YES NO GARBAGE IN TRASH RECEPTICLES

YES NO CHAIRS RETURNED TO ORIGINAL PLACE

YES NO FOLDING TABLES PUT AWAY (5 TABLES REMAIN OUT IN AUDITORIUM)

YES NO KITCHEN APPLIANCES, COUNTERS AND SINK WIPED CLEAN

YES NO CARPET – NO SPOTS ETC.

YES NO HARDWOOD FLOORS – NO SCRATCHES OR MARKS

YES NO EVERYTHING BROUGHT IN BY RENTERS REMOVED

YES NO FURNITURE RETURNED TO ORIGINAL LOCATION

YES NO RENTERS OUT OF BUILDING ON TIME (SEE POLICY)

COMMENTS:

Signed: _____
(Renter)

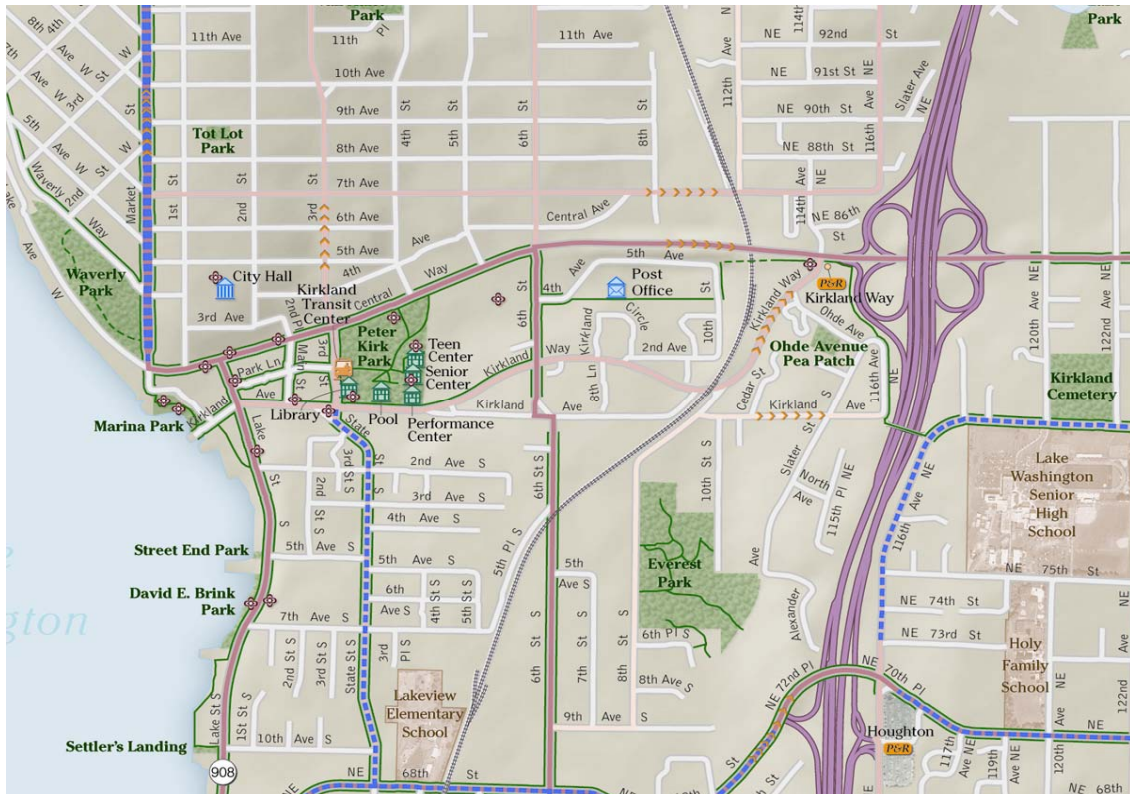
Date _____

Signed: _____
(Facility Attendant)

Date _____

KIRKLAND SENIOR CENTER

DIRECTIONS TO THE KIRKLAND COMMUNITY SENIOR CENTER



Driving Directions:

From I-405 North: Exit 18 - Kirkland/Redmond. Stay right, exit merges onto NE 85th Street (which becomes Central Way) heading west toward the water.

From I-405 South: Exit 18 – Kirkland/Redmond. Stay left following the sign to Kirkland. The exit circles around and under I-405 onto NE 85th St. (which becomes Central Way) heading west toward the water.

- Turn left at 6th Street continue through travel signal to the 4-way stop at Kirkland Way.
- Turn right on Kirkland Way continue about two blocks to the Kirkland Performance Center, a large terracotta colored building on the right. The Community Senior Center is attached on the north (back) side of the Performance Center. The Teen Union Building is attached on the north (back) side of the Community Senior Center.
- Unloading is available on the east side of the building where a marked load zone is located next to the brick garbage enclosure.

Parking Availability:

Parking is limited at the Kirkland Community Senior Center. Additional parking is available at the City's downtown parking garage located under the Library at the corner of 3rd Street & Kirkland Avenue, or on the street.