



## INTRODUCTION

Mountain View Community Center’s mission is to develop *successful kids, hopeful families, and active seniors*. It is the intent of Mountain View Community Center to encourage and permit the use of the Center to community groups and activities within the established policies of the Center.

## FEES AND PAYMENTS

**Please see user fees on page three...**

1. Reservations made more than 45 days before rental require 50% of rental fee and full payment of refundable damage deposit, with remainder of rental fee due 45 days prior to rental.
2. Reservations made less than 45 days before rental require FULL payment and refundable damage deposit
3. Rentals extending beyond the designated time will be charged ADDITIONAL overrun fees.
  - 15-30 minutes = 1/2 hour charge
  - 30-60 minutes = 1 hour charge
4. **All rentals will be charged an additional cleaning fee of \$100**
5. **We accept checks and cash ONLY.** We are NOT able to take credit cards at this time.

## CANCELLATIONS

1. All cancellations must be received in writing.
2. Cancellations made more than 60 days prior to rental will receive a full refund and 100% of damage deposit.
3. Cancellations made 60 to 31 days prior to rental will receive 50% of the rental fee and 100% of the damage deposit.
  - **60 or more days.....Full refund**
  - **60 or less days.....50% refund**

## DEPOSITS

1. **A Damage Deposit of \$500.00 must be paid to reserve the facility.** This amount, less applicable fees, will be refunded by mail within 20 days after the event if the Center/facility, kitchen and its equipment, are found to be in acceptable condition.  
**Good condition:**
  - No damage to the facility, walls, floors, furniture or other items belonging to the Center
  - Room is to be left in the condition it was found
  - All trash in tied trash bags, put in outside dumpster
  - All decorations cleared from the facility.

## LIABILITY INSURANCE

1. User promises and warrants that it carries **liability insurance with a minimum liability occurrence limit of \$50,000.**
  - The User/renter will provide a certificate of insurance to the Owner/MVCC, along with your deposit and any other applicable fees
  - The certificate of insurance will indicate that User/renter has made Owner/MVCC an “additional insured” on User’s policy with respect to the use by User.

## For Single Day Event Insurance

Your home owner insurance should be able to help you with this. If you need special event insurance for a single day event; contact Special Markets Insurance Consultants.

Special Markets Insurance Consultants | Whiting Professional Building  
2615 Post Road | Stevens Point, WI 54481  
800.727.7642 | www.specialmarkets.com

## AUDIO/VIDEO

1. The Center will provide one wired mic and speaker for sound, and the use of a screen at no additional charge.
2. Any additional equipment (*laptop, flash drive, projector*) is the responsibility of the user/renter.
3. An AV Technician may be available for an additional \$40 per hour *based on availability.*

## USE CONDITIONS

1. Due to unanticipated circumstances (for instance, plumbing failures, fire, etc.), it may become necessary for Mountain View Community Center to cancel a reservation. **Mountain View Community Center reserves this right.** In the unlikely event this should become necessary; every effort will be made to provide reasonable notice, however this may not be possible in all circumstances. The Center shall provide a full refund in such cases. Responsibility for making alternate arrangements remains that of the renter.
2. Application for reservations MUST be submitted to the Community Center **during business hours Monday—Thursday, from 9:00 am to 4:00 pm.**
3. *Reservations are taken on a first come – first served basis.* One-time rentals (receptions, anniversaries) may be made a maximum of twelve (12) months prior to desired date.

## USE CONDITIONS

4. **There is a 4-hour minimum for renting on the weekends and 2-hour minimum for renting at any other time.**
5. All persons or groups holding any meeting or recreational activity in this facility are required to have a Facility Use Agreement completed as set forth by these regulations.
6. Due to our rental agreement with Mt View Lutheran Church, all events of a religious nature will be subject to approval.
7. **Facility Use Agreements will be issued upon application and administered by a designated Center agent unless:**
  - The event is a *wedding or funeral*, **which are not permitted** at Mountain View Community Center. We reserve these activities for Mountain View Lutheran Church.
  - The event is a subsidized partisan political activity exclusively by a particular political group.
  - The date and time requested has previously been allocated.
8. Facility use applications must be completed by an adult; further, all events must be supervised by a designated adult 25 years or older. **The Community Center shall NOT be liable for injuries or loss of property resulting from use of the premises.**
9. Mountain View Community Center reserves the right to immediately terminate this agreement and the applicant agrees to immediately vacate the premises upon notice of termination by authorized Mountain View Community Center personnel, upon any of the grounds set forth below:
  - a. Physical damage to property caused by an attendee, whether invited or not, or
  - b. Use of alcohol or tobacco
  - c. Violation of any law, ordinance, or regulation of the State of Washington, King or Pierce County by an attendee, invited or not, and
  - d. Failure to comply with Mountain View Community Center staff direction
10. CENTER CODE OF CONDUCT: Individuals or groups using the Centers facilities must comply with all applicable city, county, state and federal codes, ordinances or established regulations.
11. Throwing of rice, birdseed, confetti, etc. is not permitted inside building or on adjacent grounds. *Use will result in forfeiture of part or all of the damage deposit.*
12. All music must be kept to a moderate sound level. **Quiet time is at 10:00 PM.**
13. Compliance with the City fire code and the East Pierce County Fire Marshall are mandatory; **the use of candles and/or any other type of open flame is strictly forbidden.**
14. The Facility Manager must first approve additional equipment brought in by the renter.
15. **Absolutely no parking will be allowed in front of the center. This is an emergency fire lane and must be kept clear.** Facility is subject to periodic checks by City staff and law enforcement during event. *Loading and unloading at the curb is okay, but vehicle(s) must be moved when done.*

## ALCOHOL AND TABACCO

1. Alcoholic beverages and smoking is **NOT** permitted at Mountain View Community Center or anywhere on the Mountain View Lutheran campus.
2. **NO Smoking** permitted within **25 feet** of any building on campus.

## SET UP

1. **Room set-up is the renter's responsibility. Scheduled rental times must include your set-up and clean-up time.** During the week you must be out of the facility no later than 9:00 pm. On the weekend (including Friday nights) you must be out of the facility no later than 10:00 pm.
  - NOTE: The Center will be available at the time you tell us you want to be in the building to begin setting up. Renters will not be allowed in the building prior to 7:00 am.
  - When you are ready to enter and leave the building, you must contact the Building Attendant. He or she is on-duty during the time that you have rented the facility.
2. **Occupancy is no more than 197.**
3. We provide Seventeen (17) 60" Round Tables (seats 6—8); Six (6) 8' Rectangle; and (138) Chairs. The cost is included in the room rental fees. **We do NOT provide tablecloths.**

## CLEAN UP

1. **Room cleanup is the renter's responsibility. The facility is to be left in the same condition as when you arrived.** *This includes the restrooms, hallways, parking areas, general building structure and surrounding grounds.*
2. All stray helium balloons must be removed from the building prior to leaving.
3. You are also responsible for any breakage or damage to the building or equipment.
4. **Completion of Rental Inspection Checklist is required before you leave the premises.** If this is not accomplished – appropriate charges will be charged for anything that the Building Attendant deems unacceptable. You will have an explanation of any findings.
  - The Building Attendant will note any discrepancies at the end of rental, or the next day. Monetary charges for any damages will be determined by the Community Center Manager and/or the Executive Director. Such charges will be applied to the Damage Deposit.
5. **All cleaning must be done immediately after your event:**
  - **Place all trash in the dumpsters located outside.**
  - Tables/chairs must be cleaned and put back in the table/chair racks.
  - All items brought into the facility must be removed – this includes rented equipment.
6. All doors and windows to be **CLOSED securely**; all lights turned off. Make sure the oven and/or stove burners are completely turned off. Any kitchen equipment you use must be cleaned.
  - All stray helium balloons must be removed from the building prior to exiting.
  - **The use of thumb tacks, staples and scotch tape are NOT allowed on the walls, floors or tables.** *Damage caused by these objects will be charged to your deposit. Use masking tape only.*



Groups or organizations will be given a permit for use of the facilities on the basis of the following priorities: Classification ONE (Non-profit), and Classification TWO.

**CLASSIFICATION ONE (Non-profit)**

1. *Non-profit* organizations with full 501(c)(3) status for events which are community-based and involve activities that enhance the community.
2. Recognized groups that are engaged in promoting a special community activity and/or issue: Boy Scouts, Girl Scouts, Campfire Girls, PTA, service clubs, youth organizations.

Room	Room Capacity	Class ONE Rates
Multi-purpose Hall	197	<ul style="list-style-type: none"> <li>• \$35 per hour <i>Monday—Thursday</i></li> <li>• \$50 per hour <i>Friday—Sunday</i></li> </ul>
Cleaning Fee		<ul style="list-style-type: none"> <li>• \$100 flat rate</li> </ul>
Kitchen Use	11	<ul style="list-style-type: none"> <li>• \$25 flat rate (use of stove and/or oven(s))</li> </ul>

**CLASSIFICATION TWO**

1. Events not open to the general public: Examples -- wedding receptions, anniversaries, etc.
2. Groups or organizations, that are NOT formally established as 501(c)(3) nonprofits, whose membership is open to the general public but operate for the primary benefit of their own membership; such groups may or may not charge fees, collect donations, membership fees, or charge admission, and/or participation is limited to a select group: Examples -- model clubs, dance clubs, preschool cooperatives, neighborhood associations, etc.

Room	Room Capacity	Class TWO Rates
Multi-Purpose Room	197	<ul style="list-style-type: none"> <li>• \$75 per hour <i>Monday—Thursday</i></li> <li>• \$100 per hour <i>Friday—Sunday</i></li> </ul>
Cleaning Fee		<ul style="list-style-type: none"> <li>• \$100 flat rate</li> </ul>
Kitchen	11	<ul style="list-style-type: none"> <li>• \$35 Flat rate (use of stove and/or oven(s))</li> </ul>