

# GRANDVIEW COMMUNITY CENTER POLICIES & PROCEDURES

## Establishment of Policies/Procedures:

The Grandview Community Center shall be managed in accordance with all policies and procedures established by the Parks and Recreation Department and approved by Grandview City Council.

## Management of Facility:

The City's Parks and Recreation Director, in accordance with policies and procedures approved by City Council, shall be responsible for the daily management of the Grandview Community Center. The Director will maintain a current calendar of events for the facility.

## Facility Purpose:

The Community Center will be a focal point for a wide variety of recreational, social, and human services programming. The Parks and Recreation Department shall strive to coordinate all activities at the Community Center for the good of the community.

## Eligible Users:

Pursuant to current agreements, the City of Grandview and the American Legion Post #57 shall have first priority at the facility. Both non-profit and private groups will be allowed to use the facility in accordance with adopted policies, procedures and fee schedules. Copies of the facility's current fee schedule, rental form, and policies and procedures will be available at both the Parks and Recreation Office and City Hall. Upon the discretion of the Parks and Recreation Director, or designee, all usage and rental requests will be subject for review and approval/denial according to the policies and procedures, and if deemed necessary, further review by the City Council may be required.

## Alcoholic Beverages/Controlled Substances:

NO alcoholic beverages, including but not limited to beer, wine, and liquor; nor illegal substances will be allowed on or in the grounds or buildings of the Community Center; except as provided by Grandview Municipal Code 5.22.

## Smoking:

All provisions of RCW 70.160, a State law that prohibits smoking in all indoor places and within 25 feet of each public facility, will be abided by in full by event organizers and participants.

## Fire Provisions:

All user groups or individuals must at all times abide by local, state, and federal fire protection laws. Under no circumstances shall fire extinguishers or emergency exit signs be covered or shall fire exits be blocked. All access roads shall remain clear of vehicles and other obstacles at all times for emergency vehicle use.

## Telephone/Emergency Phone Numbers:

Emergency telephone numbers and personnel phone numbers shall be posted at each phone at all times, including current numbers for police, fire, and ambulance. Telephone service is available with restrictive toll to allow local calls only. A responsible adult member of each user group shall make arrangements with the Parks and Recreation Director to obtain proper access to a facility phone.

## Liability Insurance:

Groups or individuals, other than the City, sponsoring events or activities at the Community Center will be required to provide liability insurance in amounts specified by the City listing the City of Grandview as an additional insured. A Certificate of Liability Insurance and a copy of the insurance policy shall be submitted to the Parks and Recreation Office no later than one week prior to the event. The City of Grandview reserves the right to cancel a previously-approved usage request if appropriate insurance requirements are not met.

## Hold Harmless:

The applicant (user/rental group), as consideration for the approval of the applicant's request for the usage of the Community Center, expressly agrees to indemnify and hold the City of Grandview harmless for any and all claims of any nature arising from or due to the applicant's use of the Community Center.

## Cancellations:

A minimum of seven (7) business days written notice given to the Parks and Recreation Director concerning the cancellation of previously scheduled activities/events is requested in order to receive your full deposit refund. If the cancellation occurs with less than seven (7) business days notice, the City of

Grandview will retain 25% of the event deposit. The City reserves the right to cancel or postpone a facility use reservation.

Time Limitations:

No group or organization, including approved rental groups, will be allowed to use the Community Center past 12:00 midnight unless authorized to do so by the City. All groups using the Community Center on a specific time schedule must vacate the premises by the conclusion of the time allocated in the rental agreement. All approved rental agreements include up to eight (8) hours of facility use, including set-up and clean-up of the event. Regular/weekly rentals will be limited to four consecutive weeks. The Community Center will be available on a limited basis on City holidays.

Items Provided by Users:

All user/rental groups will be responsible for providing additional supplies and equipment for their respective events at their own expense. Additional licensed, bonded security deemed necessary by the Grandview Police Department will also be provided by the user/rental group at their own expense. The City of Grandview will not be responsible for lost, damaged, or stolen items provided by the user group.

Submittal of Application:

User groups are required to submit the entire application packet no later than fourteen (14) business days prior to the scheduled event. The full rental fee and deposit are also due at the time of application. This packet must be accompanied by any other documents required by the City of Grandview (see liability insurance requirements within these policies and procedures). For those events hosting dance, a Dance Permit must be obtained from Grandview City Hall.

Decorations:

No decorations shall be affixed to the walls, doors or windows and no open flame decorations are allowed.

Property Damage:

The City of Grandview must be protected from damage, mistreatment, and loss; and ordinary standards of cleanliness must be maintained. In cases where property has been damaged or abused beyond normal wear, the cost of repairing or replacing the property shall be paid by the respective user or organization within two weeks after the activity/event. This includes replacement costs for stolen or lost property. The amount for the damaged/lost property will be deducted from the deposit. A rental group will be charged the additional amount that runs over their initial deposit if any damage exceeds this amount.

Pre/Post Activity Inspection:

A designated staff member of the Parks and Recreation Department will conduct both a pre- and post-activity inspection with the person in charge of the rental/user group to ensure that there is an understanding of components and regulations of the facility and for immediate detection and acknowledgement of damaged or lost items generated by the user/rental group.

Parking:

Parking will be permitted in authorized areas only. Handicapped parking areas will be used by those individuals who have current permits. All groups utilizing on site parking will be required to provide proper control and security measures, as well as general parking lot clean-up.

Pets:

Pets will not be allowed in the Community Center with the exception of service dogs.

Approved Lease Agreements:

Lease Agreements approved and adopted by City Council pertaining to the Country Park Events Center and the Grandview Community Center shall be strictly enforced. This includes, but is not limited to, Fair Board, Volunteer Fire Department, and the American Legion Post #57.

Fair Board Lease Area:

Fair Board buildings and Fair Board-leased areas will be off limits to user/rental groups, unless prior approval has been granted by the Fair Board.

Kitchen:

All user groups that will be utilizing the kitchen facility are required to have one adult on site throughout the event that possesses a current Food Handlers Card. Proof of such card will be required.

Violations:

Violations of any, and all, of the rental conditions may result in the forfeiture of all or part of the event deposit and/or prevent future rental privileges.

**CITY OF GRANDVIEW COMMUNITY CENTER**  
**Phone: (509) 882-9219, 812 Wallace Way, Grandview, WA 98930**  
**MAILING ADDRESS: 207 W. 2<sup>ND</sup> STREET, GRANDVIEW, WA 98930**  
**RENTAL/PERMIT FORM**

Name of Organization/Group: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone # (work): \_\_\_\_\_ (home): \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

- All event communication and correspondence to the Parks and Recreation staff shall be conducted with the primary and/or secondary contact person listed above.

Function/Event (please be specific by listing all activities and components): \_\_\_\_\_

Date(s) and Times Requested (include provision for set-up and clean-up): \_\_\_\_\_

- **Please refer to the following page for rental classifications and rental/deposit fees.**

Estimated Number Attending Event: \_\_\_\_\_

Special Requests (please be specific): \_\_\_\_\_

- Violation of the rental conditions may result in the forfeiture of all or part of the event deposit and/or of future rental privileges.

NOTE: A \$1,000,000 liability policy, listing the City of Grandview as an additional insured, will be required for the full duration of the event at the Community Center. A valid Certificate of Liability Insurance, listing the City of Grandview as an additional insured must be submitted at least one week prior to the event to the Parks and Recreation Director or designee. (Alternate liability insurance resource: [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip))

- As determined by the City, user/rental groups may be required to provide additional services, at the user/group's expense. Please refer to the policies and procedures for details.
- Grandview Community Center reservations are not confirmed until authorized by the Parks and Recreation Director; and if required, the Grandview City Council.

The undersigned certifies that:

1. He or she acts with full knowledge and authority of the requesting organization and have read the policies and procedures set forth for the Grandview Community Center;
2. All local and state laws, policies and regulations that pertain to the facility and event will be complied with;
3. The City of Grandview will be reimbursed, in a full and timely manner, for any and all loss or damage arising from the applicant's use or lack of care or security of said facilities;
4. The applicant (user/rental) groups, as consideration for the approval of the applicant's request for the usage of the Community Center, expressly agree to indemnify, defend and hold the City of Grandview, its officers, officials, employees or volunteers harmless for any and all claims of any nature arising from or due to the applicant's use of the Community Center.

Authorized Signature (must be 18 years of age or older) \_\_\_\_\_ Date \_\_\_\_\_

**Note:** In accordance with Grandview Municipal Code 5.22, those non-profit organizations that are seeking permission to conduct an activity at the Grandview Community Center involving the consumption of wine or beer of any kind shall first complete the attached application form found on page 5.

## GRANDVIEW COMMUNITY CENTER RENTAL/DEPOSIT FEES

Phone: (509) 882-9219, 812 Wallace Way, Grandview, WA 98930

**MAILING ADDRESS: 207 W. 2<sup>ND</sup> STREET, GRANDVIEW, WA 98930**

PRICES PER DAY, UP TO 8 HOURS (Includes set-up and clean-up)

FACILITY	CLASS	FEE	DEPOSIT	CHECK ONE
DINING ROOM ONLY (Capacity 108)	A	0	0	
	B	\$100.00	\$100.00	
	C	\$150.00	\$100.00	
	D	\$200.00	\$150.00	
	E	\$250.00	\$150.00	
KITCHEN FACILITY ONLY	A	0	0	
	B	\$100.00	\$150.00	
	C	\$150.00	\$150.00	
	D	\$200.00	\$200.00	
	E	\$250.00	\$200.00	
KITCHEN & DINING ROOM (STEVENS~YOUNG WING)	A	0	0	
	B	\$150.00	\$200.00	
	C	\$250.00	\$200.00	
	D	\$350.00	\$300.00	
	E	\$450.00	\$300.00	
MULTI-PURPOSE ROOM (GYM) ONLY (Capacity 250)	A	0	0	
	B	\$150.00	\$200.00	
	C	\$250.00	\$200.00	
	D	\$350.00	\$300.00	
	E	\$450.00	\$300.00	
EXCLUSIVE USE OF GRANDVIEW COMMUNITY CENTER	A	0	0	
	B	\$250.00	\$300.00	
	C	\$350.00	\$300.00	
	D	\$450.00	\$400.00	
	E	\$550.00	\$400.00	

\*\*The small conference room in the Stevens~Young Wing (seating for 12) is available to private groups and organizations for \$25 per hour (no deposit or insurance required).

**IN ADDITION TO THE RENTAL FEE, ALL EVENTS THAT REQUIRE CITY STAFF TO BE ON SITE WILL BE CHARGED \$50.00 PER HOUR PER STAFF MEMBER. THE PARKS AND RECREATION DIRECTOR WILL DETERMINE WHAT STAFFING WILL BE REQUIRED BASED ON THE COMMUNITY CENTER RENTAL/PERMIT FORM AND/OR EVENT HISTORY.**

### RENTAL CLASSIFICATIONS FOR GRANDVIEW COMMUNITY CENTER

**PLEASE CHECK ONE THAT APPLIES:**

- CLASS A:** Programs, activities, or events sponsored by the City which are open to the public (no charge).
- CLASS B:** Non-fundraising programs, activities, or events sponsored by other governmental agencies or non-profit organizations.
- CLASS C:** Fundraising programs, activities, or events sponsored by other governmental agencies or non-profit organizations.
- CLASS D:** Non-fundraising programs, activities, or events sponsored by a private group or organization.
- CLASS E:** Fundraising programs, activities, or events sponsored by a private group or organization, regardless of partnership with non-profit agency.

For groups and organizations attempting to rent both the Country Park Events Center and the Community Center, the higher deposit rate will apply. For regular/weekly scheduled rentals, the user group will be limited to four consecutive weeks (one deposit required).

## City of Grandview Alcoholic Beverage Permit & Hold Harmless Agreement

The Grandview City Council has authorized the consumption of beer and/or wine in designated buildings and/or areas of the Country Park Events Center and/or Grandview Community Center on the condition that the applicant will:

1. Supervise and be responsible for the distribution and consumption of said beer and/or wine in compliance with the laws of the State of Washington and the ordinances of the City of Grandview including, but not limited to, the prohibition of service to, or consumption of beer and/or wine by persons less than twenty one years of age; see attached copy of Grandview Municipal Code 5.22.
2. Refrain from distributing or serving beer and/or wine to any intoxicated person.
3. Comply with and fulfill all special rules and regulations regarding clean up and maintenance of the facility/building sites set forth by the City of Grandview.
4. Pay and hold harmless the City of Grandview, a municipal corporation, its agents, servants, employees and officials from any and all liabilities or claims of damage arising or alleging to arise out of the distribution or consumption of beer and/or wine at the City of Grandview Community Center. The applicant and his or her agents, servants, employees, officials, or members do further agree to defend and pay expenses of defending any suit or action which may be commenced against the City of Grandview, its agents, servants, employees, or officials by any third person alleging any injury or damage arising out of the distribution or consumption of any beer and/or wine at the City of Grandview Community Center.
5. Provide Liquor, Liability Insurance, (\$1,000,000) policy for the duration of the event, listing the City of Grandview as an additional insured.
6. Applicant is required to contact the Chief of Police to arrange security provisions.

**NOTE: Agreement not permitted for private rental groups.**

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Authorized Signature (applicant) \_\_\_\_\_ Date \_\_\_\_\_

Non-profit group seeking Special Occasion License: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: (h) \_\_\_\_\_ (w) \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ (e-mail) \_\_\_\_\_

Type of Event (be specific): \_\_\_\_\_

Date(s) and Time(s) of Service: \_\_\_\_\_ Number of patrons: \_\_\_\_\_

Type of alcohol to be served (mark all applicable): \_\_\_\_\_ wine \_\_\_\_\_ beer

Type of Format (mark one): \_\_\_\_\_ tasting only \_\_\_\_\_ wine/beer garden

Name of individuals to receive (M.A.S.T) permit: \_\_\_\_\_

\*Individuals must submit copy (M.A.S.T.) permit at least 48 hours prior to event.

Requested location of service area: \_\_\_\_\_

Type of Barrier: \_\_\_\_\_ Tent \_\_\_\_\_ Fence If fence, what type? \_\_\_\_\_

Required Fence Height: \_\_\_\_\_ Admission Charge (per person): \_\_\_\_\_

Name of licensed and bonded security firm: \_\_\_\_\_

Contact Person of Security Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*\*For Official Use Only\*\***  
**Grandview Community Center Rental/Usage Approval Form**

Rental Classification: \_\_\_\_\_

Rental Fee Required: \$\_\_\_\_\_ Rental Deposit Required: \$\_\_\_\_\_ TOTAL: \$\_\_\_\_\_

Date of Payment: \_\_\_\_\_

Return Deposit To: (Name) \_\_\_\_\_

Address: \_\_\_\_\_

**Requirement Check List**  
(Date Received)

- \_\_\_\_\_ Security Provisions: \_\_\_\_\_
- \_\_\_\_\_ Certificate of Insurance (Liquor Liability)
- \_\_\_\_\_ Liquor Control Board Special Occasion License
- \_\_\_\_\_ Proof of M.A.S.T. Permit
- \_\_\_\_\_ Type of Barrier Defined: \_\_\_\_\_
- \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**Recommendation:**    APPROVAL    DENIAL

APPROVAL WITH FOLLOWING CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signatures of Recommendation:

\_\_\_\_\_  
Parks and Recreation Director (or designee)                      Date

\_\_\_\_\_  
Police Chief (or designee)    Date

**APPROVED AS RECOMMENDED BY CITY COUNCIL:**  

Approved with additional conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date