

ASSUMPTION OF RESPONSIBILITIES

Users of Town of Bucoda Facilities / Areas are required to complete certain responsibilities prior to vacating the premises. Those responsibilities are indicated below:

USER RESPONSIBILITIES

ACCESS FACILITY: the facility may be accessed no earlier than one half hour prior to rental period.

FLOORS: sweep floors, mop up all spills with fresh water, clean and rinse mop. Return all cleaning materials to storage area.

GARBAGE: Bag all garbage and place in LeMay receptacle and / or dumpster located at facility. Check outside grounds for loose garbage and pick up before leaving the area.

RESTROOMS: Pick up any debris, mop floors if needed. Make sure toilets are flushed.

KITCHEN AREAS: Wipe down all counters, sinks, stoves, including oven if needed. Clean up any spilled food. Remove all food and bagged ice from refrigerator and wipe clean. Clean coffee pot after use.

TABLES & CHAIRS: Wipe down tables and chairs. Stack tables and chairs in designated marked areas. No extra tables or chairs provided.

DECORATIONS: Decorations in facilities are allowed but may only be secured with masking, double sided, or scotch tape. **No push pins, tacks, staples, or nails allowed. Decorations and tape must be removed prior to leaving the facility.**

PERSONAL BELONGINGS: Remove all personal belongings. The Town of Bucoda is not responsible for lost or damaged items.

CLOSING: Turn thermostat switch back to off position when applicable. Return key to the office, using night drop box if it is after hours. Turn off all lights. Lock and secure all windows and doors.

VACATE FACILITY: Facility must be cleaned and vacated by the end of the rental period.

KEYS: Key must be returned within 48 hours of rental, or a re-keying fee will be charged. Long-term checkout of facility keys is not allowed.

Failure to complete any of the responsibilities listed above will result in a minimum service charge of \$50 for up to 1 hour of cleanup, plus \$50 for each additional hour or portion thereof required by staff to clean facility.

USER SHALL BE RESPONSIBLE FOR DAMAGE AND / OR LOSS OF TOWN PROPERTY AND WILL BE CHARGED THE ENTIRE COST OF REPAIR OR REPLACEMENT, INCLUDING ANY LABOR EXPENSES, PLUS UP TO A 15% CHARGE FOR ADMINISTRATIVE PURPOSES.

Town of Bucoda Rental Rules and Restrictions

1. Cancellations received less than ten days before rental period will result in forfeiture of facility rental fee.
2. **Party is responsible for picking up the key for the enclosed buildings at the Town Hall Office during regular business hours on the last business day before the function.** Key must be returned within 48 hours of rental, or a re-keying fee will be charged.
3. Party may access the building no earlier than one half hour prior to the start of the rental time period. Outdoor areas and shelters are available on day of use at 8am. **UPON ENTRY** if you find any facility or equipment problems, immediately notify the Public Works Director at 360-508-8307.
4. Party is responsible for cleaning up, locking windows and doors, placing all bagged garbage in LeMay receptacle outside of facility, and returning the key back to the office (night drop box may be used for key return after business hours). If proper clean up, security, and returning of key is not done appropriately, the party will be subject to additional charges noted on the Assumption of Responsibility.
5. Party must vacate the building / area by the end of the rental time period or will be subject to additional charges noted on the Assumption of Responsibility.
6. The Town of Bucoda requires ALL facility users to respect the park patrons and neighboring residents by prohibiting the following: loud music, strobe lights, loud noise, yelling, foul language, squealing tires, revving car engines, vehicle engines left running, etc. Groups / individuals planning to have amplified music / sound or speakers must keep all exterior doors and windows closed while music is playing and keep the volume so it cannot be heard outside the facility. If children are in attendance, it is the user's responsibility to supervise them at all times. Town Ordinances and State / County Laws relating to facilities and / or nuisances are also applicable.
7. Possession or consumption of alcoholic beverages in Town facilities is prohibited unless user has provided proof of appropriate liability insurance and has obtained a banquet permit from a state liquor store when associated with a building rental. A banquet permit must be posted conspicuously. Any liquor use outside of the building requires special security consistent with State Liquor Laws. All beverages must be dispensed in unbreakable containers. **NO ALCOHOLIC beverages allowed outside the rented areas.**
8. Groups / Individuals determined by the Town of Bucoda to need liability insurance must provide a certificate of insurance naming the Town of Bucoda as additional insured in the amount of no less than \$1,000,000 prior to facility use approval. Persons 21 years of age or older needing to purchase insurance may do so online through _____ . Based on information contained in the application form:

☐ Liability Insurance IS required

☐ Liability Insurance is NOT required
9. No animals allowed (except service animals) in buildings without approval.
10. No political banners or other prohibited signs allowed on Town property outside of the rented building.
11. For Community Center Upstairs: The chair lifts are for the purpose of transporting people only. Do not place any items on the chair lifts or use the chair lift for any reason other than it's intended purpose. Any cost from damages caused to the chair lift(s) due to use outside of thier intended purpose will be the responsibility of the renter.