



# FACILITY USE POLICIES

## Room Capacity

For the enjoyment and safety of our guests, each room has a designated capacity. The capacity determines the maximum number of guests allowed either seated or standing. By fire code, the listed capacity shall not be exceeded at any time.

## Decorations

You may personalize your event by decorating the room.

- *Hanging Decorations:* Only the use of putty, command strips, painters tape, magnets and string are allowed. The use of scotch tape, nails, staples or push pins are not allowed.
- *Candles:* Lighted candles (open flames) are not permitted.
- *Confetti, etc.:* Please refrain from using rice, birdseed, confetti or glitter during your ceremony or event. The use of these materials will result in a portion of the damage deposit being withheld.
- *Floors:* Carpet runners are allowed but may not be secured with any type of tape affixed to the floor. Use of tape that causes damage on the floor will result in a portion of the damage deposit being withheld.
- *Smoke Machines:* Machines that create smoke, mist or bubbles are not allowed.

## Room Set-up

The renter is responsible for setting up the room as they want for the event, including tables and chairs. Set-up can be provided by the venue for an additional fee. (see fee schedule)

## Signs

Signs may be posted outside of the facility on sandwich board type structures only. Balloons may be used with a string to a fixed object and must be removed at the end of the event. Signs are not allowed to be nailed, stapled, bungee corded to tress, buildings, light poles or road signs or stakes driven into the ground.

## **Kitchen Use**

The Community room offers the use of the kitchen included in the rental. Caterers and private parties are welcome to use the following kitchen appliances: stovetop and oven, single door refrigerator, and microwaves.

Please be aware that the facility does not offer use of any type of cooking, eating or serving dishes, utensils, pots and pans, coffee pots, food containers, dish towels, potholders, cleaning supplies etc. The renter is responsible for providing all cooking and general kitchen and/or serving items they may need.

## **Barbeques**

Barbeques or outdoor grills are not permitted.

## **Catering Regulations**

Licensed caterers who will be serving alcohol at the rentals will need to provide proof of Commercial General Liability Insurance and Liquor Liability Insurance at least 15 days prior to the scheduled event.

## **Animals in Public Buildings**

Only service animals are permitted inside. Emotional support animals are not considered service animals and are not allowed.

## **Music & DJ's**

If you hire a DJ or band, please make them aware of your rental hours and the facility use policies, as any violations of the rental agreement falls on the responsibility of the renter. Any damages or presence outside of rental hours will be applied to your damage deposit.

Since your event may not be the only activity in the building, we ask that you be a good neighbor and limit the noise as not to disturb other users of the building or surrounding neighbors.

## **Parking**

Parking is available on the West side of the building during regular business hours. After hours and on weekends, all parking spaces are available. Illegally parked cars may be ticketed or towed.

## **Smoking**

Smoking is not allowed inside the facility, on the patios or decks. Failure to comply may be cause for a rental to be closed and a portion of your damage deposit to be withheld.

## **Certificate of Liability Insurance**

A Certificate of General Liability Insurance in the of at least \$1,000,000 per occurrence may be required for events. If required ,the general liability insurance must name Family Solutions as additional insured and be received at least 15 days prior to the event.

Staff can provide additional information on where this coverage may be obtained.

## **Alcohol Service/Consumption**

Family Solutions will review each rental requesting that alcohol be allowed. Serving alcohol without the appropriate permit/license/insurance, consuming alcohol in undesignated areas, and/or under the age of 21 is cause for a rental to be canceled.

Alcohol is only allowed inside the room that has been rented. (The North side deck is included as a part of the Community room rental.) It is not allowed in any grass/park space or parking lots.

Service and consumption are not allowed after 11:00 pm.

The party renting the facility is responsible and liable for all alcohol related incidents that may occur during or after the event.

An adult must be assigned to serve alcohol to guests 21 and over: a self-service bar is not permitted. If hard liquor (any alcohol other than beer, wine and champagne) is served, a licensed bartender must be on site to provide service.

A Washington State Liquor Control Board Banquet Permit and Host Liquor Liability Insurance in the amount of \$1,000,000 is required when serving alcohol at a private event. Family Solutions shall be named as the additional insured.

All applicable alcohol permits, licenses and insurance must be submitted to Family Solutions 15 days prior to a scheduled event. Failure to do so will result in alcohol not being served at the event.

## **Customer Responsibilities**

- The renter will provide general supervision and control over all activities and persons in order to prevent injury or damage.
- Each individual in the group must obey all applicable City, State and Federal rules, ordinances, laws and regulation. Failure to do so may result in your rental contract being canceled or terminate, and your and/or your being asked to leave the premises and/or being subject to legal action.
- Renter or designee is to become familiar with the facility, its amenities and overall condition. This includes a pre and post rental walk-through with staff and signing of the rental checklist.
- Provide general clean-up of rental facility during the event, including the kitchen, spills on tables and floor, removal of all trash to outdoor dumpster, removal of

excessive smudges on windows and doors, and removal of all personal belongings including decorations and/or left over food from the premises.

- Assumes financial responsibility for any damage to or the need to excessive cleaning of the facility, grounds or amenities that may be caused by the customer and/or their guests.
- Accepts the premises as is on day of the event, and as it may have appeared when rented. Seasons change and ongoing maintenance is performed which may directly affect the environment and aesthetics of the garden/facilities.
- Responsible for informing their guests and/or hired personnel of the rules and policies set forth in their rental agreement, accepting responsibility for any violations therein.

By signing below, I attest that I have read and agree with the Family Solution's Facility Rental Policies.

Name\_\_\_\_\_Date\_\_\_\_\_