



City of Kirkland

Parks and Community Services Department

Peter Kirk & North Kirkland Community Center Rental Policy: DOC/11/16416

Updated: December 28, 2011

Effective: January 1, 2012

Approved by:

A handwritten signature in black ink, appearing to read "Jennifer Schroder", written over a horizontal line.

Jennifer Schroder, Director
Parks & Community Services

PETER KIRK & NORTH KIRKLAND COMMUNITY CENTER RENTAL POLICY

General Provisions

1. The principal purpose and priority use of the Peter Kirk Community Center (PKCC) and North Kirkland Community Center (NKCC) is for City of Kirkland programs and activities. When not in use for City-operated activities, the community centers will be made available for use by community groups and individuals on a first-come, first-served basis.
2. Use of the centers for commercial purposes or activities that involve fundraising, advertising, promoting, or selling of merchandise or services may be restricted at the discretion of the Director or designee. Additional insurance requirements and fees may apply. In addition, business meetings, seminars or events that are advertised as being "open to the public" will need further review and may have additional requirements and fees.
3. A Parks and Community Services Department employee will be present in the facility at all times.
4. On no occasion will a rental function occur past the established closing time:
NKCC – 11:00 p.m.
PKCC – 12:00 a.m. (midnight)
5. Community Centers are not available on the City's observed holidays.
6. Rental hours reserved must be consecutive and include time for setup and clean up. No deliveries will be accepted outside of rental time.
7. Smoking is strictly prohibited. None of the following are allowed: candles or open flames; rice, birdseed or confetti, either inside or outside the building. Any infraction will result in full loss of the damage deposit.

8. Live or amplified music must be approved by the Director or designee.

Rental Fees, Deposits and Availability

9. Fees are charged in full-hour increments, with a two-hour minimum, as follows:

Multi-purpose Room and Kitchen	Meeting Rooms or Classrooms	Lobby Meeting Room
PKCC (maximum occupancy 150) NKCC (maximum occupancy 245)	PKCC & NKCC Room sizes vary (maximum occupancy 16-32)	PKCC (maximum occupancy 50)
Rental rates: \$100/hour – Kirkland resident \$120/hour – non-resident	Rental rates: \$30/hour – Kirkland resident \$40/hour – non-resident	Rental rates: \$50/hour – Kirkland resident \$60/hour – non-resident
Deposit: \$300 or \$500 if alcohol is served	Deposit: May be required	Deposit: May be required
Extended Use: Rental use beyond the contractual time will be considered "extended use" and charged at a rate of 1½ times the hourly rental rate, in 30-minute increments.		

10. Rental of facility is limited to no more than one (1) reservation per month by any single group. Exceptions must be approved by the Director.
11. A 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 activity.
12. Facility availability is shown below:

Day	PKCC	NKCC
Monday-Friday*	5:00 p.m. – 12:00 a.m.	5:00 p.m. – 11:00 p.m.
Saturday	8:00 a.m. – 12:00 a.m.	12:00 p.m. – 11:00 p.m.
Sunday	8:00 a.m. – 12:00 a.m.	8:00 a.m. – 11:00 p.m.
* Time may be available before 5:00 p.m. on weekdays at either center, depending on programming needs.		

Application and Payment Procedures

13. Reservations will be accepted no less than thirty (30) days and no more than nine (9) months in advance.
14. Reservations will be approved after the completed application form is received. A reservation is not final until the requestor has received the rental contract.
15. A deposit must be submitted at time of application for rental of the Multi-purpose room. The remaining rental fee is due not less than one (1) month prior to the rental date. For all other rooms, the full rental amount, plus applicable deposit, must be submitted at time of application.
16. Cancellations/Refunds:
 - ◆ Notice received three (3) months or more in advance of rental date: 100% of fees will be refunded, less a \$15.00 cancellation fee;
 - ◆ Notice received from one (1) month up to three (3) months in advance of rental date: 50% of fees paid will be refunded;
 - ◆ Notice received less than one (1) month from rental date: no refund.
17. Deposits will be fully refunded if cleanup is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. The renter must sign a rental checklist before leaving the facility in order to have the deposit returned. Renters exceeding the rental time are charged at 1½ times the hourly rental rate, which will be deducted from the deposit.
18. **Deposits made by cash or check may take up to three (3) weeks to be refunded. Deposits made by Visa or MasterCard will be refunded within seven (7) business days.**

Guidelines for Renters

19. Renter and guests only have access to the room(s) reserved on the rental agreement.
20. PKCC has 20 six-foot folding tables and 160 chairs available for large events in the Multi-purpose Room. The maximum occupancy of the Multi-purpose Room is 150 people.

NKCC has 20 six foot tables, 12 five foot round tables and 175 chairs for large events in the Multi-purpose Room. The maximum occupancy of the room is 245 people.

21. 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.
22. PKCC Kitchen usage **MUST** be pre-approved. Renter must make arrangements for a kitchen orientation for the renter and/or caterer at least one (1) week prior to rental date. PKCC Kitchen includes use of the oven, stove, and steam table only. PKCC has **NO** dishwasher, refrigerator or freezer available for use.
23. NKCC Kitchen includes an oven, convection oven, stove, microwave, dishwasher, and large refrigerator. NKCC has **NO** freezer.
24. All food, decorations, and supplies brought into the center by renter are to be removed by the end of the rental period. All rooms must be left arranged as they were at the beginning of the rental time.
25. 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 and not allowed to float freely.
26. If the building is not open at the rental time reserved, verify start time on the receipt or contract, then call the Parks after-hours line at **(425) 864-3431**. A Facility Attendant will be dispatched.

Guidelines for Serving Alcohol

27. 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 the 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.**
 - **Renter is responsible for the conduct and behavior of drinking guests.**
 - **It is recommended that alcohol consumption stop a minimum of one (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 \$25 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 rental deposit, and additional fees.
28. 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 to the community center office 30 days prior to rental. 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 a photocopy of the insurance certificate to the community center office 30 days prior to rental.
The Certificate will list the following:
 - Alcohol Liability;
 - \$2,000,000 General Aggregate, \$1,000,000 per person, per incident;
 - City of Kirkland (123 5th Avenue, Kirkland, WA 98033) named as additional insured;
 - Date, time and location of the event.
 - Additional Insured Endorsement
(May be included in the Certificate of Insurance)
This document provides proof that 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.
29. All required documents must be submitted 30 days prior to the event. If coverage cannot be obtained through a private carrier, contact Washington Cities Insurance Authority at (206) 575-6046.



CITY OF KIRKLAND

PARKS AND COMMUNITY SERVICES DEPARTMENT

North Kirkland Community Center, 12421 103rd Ave NE, Kirkland, WA 98034
425- 587-3350; 425-587-3354 fax; www.kirklandwa.gov

NORTH KIRKLAND COMMUNITY CENTER RENTAL APPLICATION

Note: Application must be submitted to NKCC at least one month prior to requested date

Request: Multipurpose Room, approx. 50'x70'/Kitchen Classroom 1 (Mon-Thur eve only)
(245 MAX) 3 hour minimum rental (35 MAX)

Day & Date of Event: Start Time: End Time:

Type of Event: Total # of People Expected:

Specify Activities and Type of Equipment to be used:

Will beer or wine be served? YES NO If yes, Banquet Permit and Insurance will be required

Name of Organization or Group:

Contact Person: Telephone: ()
(Must be on site during the rental)

Mailing Address: City: State: Zip Code:

Email Address:

Alternate Contact: Telephone: ()

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 member, 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 hereby makes application to the City of Kirkland (City) for use of the North Kirkland Community Center and certifies the information given in the application and supporting material is correct. The undersigned further 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 Kirkland Community Center. The applicant/organization agrees to indemnify, defend, and save harmless the City or its officers, agents, 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 further agrees to reimburse the City of Kirkland Parks and Community Services 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 on the reverse side of this form are a part of the agreement.

Applicant Signature: Date:

(THERE IS NO ACCESS TO THE FACILITY OUTSIDE OF THE ABOVE NOTED HOURS)

PARKS AND COMMUNITY SERVICES USE ONLY

APPROVED NOT APPROVED

BY:

ALCOHOL BANQUET PERMIT REC'D:

INSURANCE CERTIFICATE REC'D:

COMMENTS:

RENTAL STAFF:

STAFF CONFIRMED BY:

RENTAL/DAMAGE DEPOSIT REFUND?

REFUND DATE: AMOUNT:

CREDIT CARD:

Table with columns: RENTAL CONTRACT #, #, RENTAL FEE, AMOUNT, hrs. @ \$ /hr., Other:, Damage Deposit:, TOTAL DUE:, Payment, Date, Amount