

CITY OF MORTON
COMMUNITY CENTER
APPLICATION FOR RESERVATION

NAME OF APPLICANT/ORGANIZATION: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

DATE OF RESERVATION: _____ TIME IN: _____

TIME OUT: _____

(Please indicate the time you wish to be in and time you will be through picking up. Once the facility is open, a responsible person in your party must be present at all times.)

Number of persons expected to attend function: _____

Purpose of Rental: _____

- | | |
|---|----------|
| ☐ Morton Community Center multi-purpose room | \$ _____ |
| ☐ Morton Community Center kitchen | \$ _____ |
| ☐ Morton Community Center conference room | \$ _____ |
| ☐ Damage Deposit | \$ _____ |

TOTAL AMOUNT DUE: \$ _____

PLEASE READ THE ATTACHED FACILITY RENTAL POLICY:
PLEASE ALLOW FOURTEEN (14) DAYS FOR RETURN OF DAMAGE DEPOSIT

Date scheduled confirmed, deposit received: ☐ YES ☐ NO	
Receipt No. _____	
City Clerk/designee(s) _____	

PLEASE READ THE ATTACHED FACILITY RENTAL POLICY:

I have read the attached Facility Rental Policy and agree to be responsible for the use of designated facility under those conditions. I also understand that if any of the rules are not observed, I am responsible. Also, the facility can be closed and all guests asked to leave.

Signed: _____ Date: _____

Deposit Refund approved: _____ Date: _____	
Deposit Refunded: Date: _____ Check No. _____	

ANTI-DISCRIMINATION INFORMATION FORM

The following information is required by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in anyway. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Ethnicity: _____ Hispanic or Latino _____ Not Hispanic or Latino

.....

Race: _____ American Indian/Alaskan Native
_____ Asian
_____ Black or African American
_____ Native Hawaiian or Pacific Islander
_____ White

.....

Sex: _____ Male _____ Female

This is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with the Administrator, USDA, Rural Development, Washington D.C. 20250-0700.

Este Programa es de oportunidad igualada. Discriminacion is porhibido por la ley Federal. Quejas de discriminacion pueden ser registradas con el Administrador, USDA, Rural Development, Washington, D.C. 20250-0700.

INSTRUCTIONS ON RENTING THE CITY OF MORTON
COMMUNITY CENTER FACILITY

1. Prior to filling out the APPLICATION FOR RESERVATION, Please read the Morton Facility Rental Rules of Conduct, Fill out the application, and take it with a check or cash to the Clerk at Morton City Hall, 250 Main Avenue.
2. The City Hall Clerk will give you a receipt for your check or cash.
3. A copy of your receipt and your completed application confirming that a deposit has been made for the facility you are renting will be given to the City Clerk/Designee.
4. Your requested date will be listed on the Master Calendar as "booked" for the specified date.
5. A refundable "damage deposit" (see Rental Fee Schedule) is required in addition to the rental fee. One check may be written for both amounts.
6. Please sign application confirming your understanding and agreement with the Morton Facility Rental Rules of Conduct.
7. Early on the day of the event, you may obtain the key from the City Clerk or his/her designee. Please return the key the following day.
8. Following the event, the facility will be inspected by the City Clerk or designee and based upon their determination that the facility is undamaged, your deposit will be refunded within the next seven days.

CITY OF MORTON
COMMUNITY CENTER

RULES OF CONDUCT

- a. Alcohol will be permitted only in the multi-purpose room for special functions and only if all necessary permits have been obtained from the Washington State Liquor Board.
- b. The service and consumption of food and beverages in the Morton Community Center shall be confined to the multi-purpose room and kitchen facility.
- c. No decorations, pictures, placards, signs or similar items are to be attached to any wall, door or window in the Morton Community Center without prior permission from the manager/designee of the facility. Easels, tripods or free standing displays will be permitted. No decorations shall be affixed in any manner to painted drywall of the facilities. Wood beams, and glass surfaces may be used for affixing decorations. However, all thumbtacks, staples and tape must be removed by the renter.
- d. The City may impose additional requirements or conditions made necessary by the particular use of the room and/or facility proposed by the applicant. Such requirements or conditions may include, but are not limited to, deposit of funds to cover damages or restriction on noise level and the use of sound amplification equipment.
- e. The reservation holder must be present at the facilities during the hours of approved use. At no time during the building rental shall the building be left unattended.
- f. Renters are expected to provide all supplies such as food, punch, coffee, candy, paper plates, napkins, eating utensils etc. for their own use. If a user needs to have access to equipment or supplies, a facility representative will review a checklist of all equipment with renter prior to use and again after use. Any equipment ruined or stolen will be replaced by use of renter's damage deposit.
- g. All rooms used must be picked up with tables and chairs put away where they were found unless prior arrangements are made with the manager/designee.
- h. It will be the responsibility of the user to make the arrangements to secure the key for the building to be opened at the time of use.
- i. No part of the premises or facilities will be used for illegal purposes.
- j. The reservation will not be finalized until payment in full has been made.
- k. Music and noise must be kept at reasonable levels, especially during operating hours for public use.

- l. The City of Morton is not responsible for lost or stolen articles during the time of use by an individual, group or organization.
- m. Unusual rowdiness or physical/verbal abuse to a staff member, patron or City property may result in immediate termination of the event. Order must be maintained by the organization or person(s) renting the facility, both inside the building and on the grounds. The City of Morton assumes no responsibility for maintaining order.
- n. Equipment belonging to the City of Morton will not be taken from the facility without the written permission of the Community Center manager/designee.
- o. Chaperons will maintain order and propriety at the event. Minimum chaperon requirements are as follows:
 1. If party group is co-ed, the applicant must provide co-ed chaperons.
 2. Tots and youth, 3 to 12 years: 1:10 ration, minimum of 2 chaperons present (chaperons must be at least 18 years of age.)
 3. Teens, 13 to 19 years: 1:15 ratio, minimum of 2 chaperons present (chaperons must be at least 21 years of age.) The minimum of 2 adult chaperons are required. Chaperons may not be active participants in the event.
- p. Parking, loading and unloading are only permitted in designated areas.
- q. All facility rules and regulations must be adhered to and the directions of the facility staff must be obeyed. Non-compliance with the rules and/or regulations may result in the event being terminated and/or the applicant being unable to rent City facilities in the future.
- r. Per the City of Morton Fire Code, hallways and exits shall remain accessible at all times.

LIABILITY COVERAGE

The reservation holder shall agree to indemnify and hold harmless the City of Morton, it's employees and agents for all property and liability claims arising out of the event.

HOLD HARMLESS AGREEMENT

I hereby request the use of the Morton City Community Center and agree to abide by the Community Center rules and regulations established pursuant thereto relating to the facility use. I agree to keep the facility clean and in orderly condition, and also agree to be responsible for any damages by my activities or use.

The City of Morton reserves the right to change or cancel any part of this Agreement. Any use of alcohol requires a banquet permit. The user agrees to abide by all state and local laws regarding the use or handling of alcoholic beverages.

The City of Morton and its officers, employees, agents or elected officials hereinafter referred to collectively as "the City" shall not be liable to the facility user for any damage to persons or property resulting from the negligence of others, or for any damage to persons or property resulting from the condition of the premises or other cause.

Facility user agrees to indemnify and hold harmless the City against and from all claims by or on behalf of any person, firm or corporation arising out of or connected in any way with the facility user's use of the Community Center, or arising out of or connected with any act of negligence or omission of the facility user, or any of its agents, servants or employees. In case action or proceeding should be brought against the City by reason of such claim, the City may, at its option, require the facility user to resist or defend such action or proceeding at facility user's own cost and expense by counsel reasonably satisfactory to the City. Facility user shall obtain liability insurance in the amount of _____ to cover this indemnity agreement and name the City of Morton as an additional insured.

Applicant's Signature: _____ Date: _____

CITY OF MORTON
COMMUNITY CENTER RENTAL FEES

FACILITY	DEPOSITS	RESIDENT	NON-RESIDENT
MULTI-PURPOSE ROOM	REFUNDABLE DEPOSIT \$150.00	MINIMUM \$100.00 + \$25 HR OVER 4	MINIMUM \$150.00 + \$35 HR OVER 4
KITCHEN	TO BE RENTED <u>ONLY</u> WITH MULTI-PURPOSE OR CONFERENCE ROOM	\$50.00	\$75.00
CONFERENCE ROOM	REFUNDABLE DEPOSIT \$150.00	MINIMUM \$150.00 + \$35 HR OVER 4	MINIMUM \$175.00 + \$35 HR OVER 4