



Facility Use Application

The City of Oak Harbor wishes to encourage use of City facilities by the community as long as use is of lawful purpose and does not interfere with the conduct of the City of Oak Harbor its programs or the primary purpose for which the buildings and grounds are intended. Community use of facilities is subject to the current schedule of user fees. Permission to use a particular facility may be denied based of a belief that the activity proposed may not be in the City of Oak Harbor's best interests, or due to the level of previously scheduled use. No person shall be denied the full enjoyment of the facilities because of race, creed, color, sex, origin or any other protected class.

Name of Organization: _____

Contact Name: _____ **Daytime phone:** _____

Address: _____ **Email:** _____

Nature & Purpose of Activity: _____

Spaces Included in Rental:

- Kitchen Stage Conference Room
 Dining Room Social Room Billiards Room
 Ballroom Arts & Crafts Room Entire Center

Date(s) of Rental _____ **to** _____

Event Start Time: _____ Event End Time: _____

Rental Start Time: _____ Rental End Time: _____

Total Rental Hours: _____

Center Member or Non-Profit: Yes No

Total Fees

Space: _____

Site Manager: _____

Equipment: _____

Total cost: _____

Site Manager Required:

Rental Fee Schedule

Hourly Rate For Multipurpose Room, Kitchen, Dinning, Lounge, Multiple Spaces (up to 6 hours)

	Weekday 8:30 AM - 4:30 PM	Weekdays After 4:30 PM & Weekends
Public Rental Rate	\$40 an hour	\$55 an hour (includes site manager fee)
Member & Non-Profit Rate	\$32 an hour	\$47 an hour (includes site manager fee)

Daily Rate (Over 6 hours)

	Weekday 8:30 AM - 4:30 PM	Weekdays After 4:30 PM & Weekends
Public Rental Rate	\$240	\$240 + \$15 hour for site manager fee
Member & Non-Profit Rate	\$192	\$192 + \$15 hour for site manager fee

Hourly Rate For Conference Room or Arts & Craft Room

	Weekday 8:30 AM - 4:30 PM	Weekdays After 4:30 PM & Weekends
Public Rental Rate	\$10 an hour	\$25 an hour (includes site manager fee)
Member & Non-Profit Rate	\$8 an hour	\$23 an hour (includes site manager fee)

Equipment

Included in rental cost: Chairs Round Tables Podium Screen Microphone Projector

Additional rental items:

Descrip on	Fee	Qty.	Total
High Boy Tables (5 available)	\$10		

White Table Clothes (\$5 each)

Descrip on	Fee	Qty.	Total
High boy table stretch (5 available)	\$5		
Rectangle stretch (2 available)	\$5		
70 inch round (5 available)	\$5		
90 inch round (3 available)	\$5		

Black Table Clothes (\$5 each)

Descrip on	Fee	Qty.	Total
High boy table stretch (5 available)	\$5		
Rectangle stretch (2 available)	\$5		
70 inch round (5 available)	\$5		
90 inch round (3 available)	\$5		

AGREEMENT AND INSURANCE

The person or organization entering into a rental agreement with The Center in Oak Harbor for the use of The Center in Oak Harbor facilities or equipment described above certifies that the information given in this application is current. 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 rules and regulations. The Applicant further agrees to reimburse The Center in Oak Harbor for any damages arising from the Applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of The Center in Oak Harbor facilities or equipment will be reported to The Center in Oak Harbor Site Manager immediately.

Applicant shall defend, indemnify and hold harmless the City of Oak Harbor, its officials, employees and volunteers from and against any and all claims, suits, actions or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by Applicant in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Oak Harbor.

RULES AND REGULATIONS

- Applicant/organization is responsible for the safety and conduct of its participants and spectators.
- Appropriate sponsorship and adequate adult supervision must be provided by the applicant. Security may be required for some activities.
- All events will be required to meet the occupancy load and fire and safety regulations of the City of Oak Harbor and State of Washington.
- Use of tobacco, and/or drugs is prohibited. Profane language and/or other objectionable conduct may result in being barred from using the City of Oak Harbor's facilities.
- Firearms or other dangerous weapons are prohibited on City of Oak Harbor grounds as defined by law.
- Games of chance, lotteries, and giving of door prizes are not allowed except where permitted by law and then only with proper clearances.
- Access to facilities and services, except as otherwise addressed in these rules, shall be limited to that specified on the application.
- Alterations to the facility are prohibited without prior approval. This may include such things as hanging signs, using masking tape on walls and floors, etc.
- City of Oak Harbor-owned equipment shall not be removed from the facility or loaned to any individual or organization unless prior approval by the City has been granted. Groups or individuals cannot use City-owned expendable supplies.
- Applicants are responsible for set-up and clean up, unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.
- The applicant/organization shall not practice discrimination of any kind.
- Cancellations by applicants require at least a 24-hour notice. Otherwise, related actual costs shall be borne by the applicant.
- Facility use is cancelled when facility/building is closed due to an emergency.
- Applicant is responsible to know and follow all current CDC, state, and local COVID-19 guidelines including, but not limited to, social distancing, masking, occupancy limits, and contact tracing methods.

I have read the rules and regulations above and on the reverse side of this form and agree with the conditions and charges as established:

SIGNATURE OF APPLICANT _____ **Date** _____

APPROVAL OF CITY STAFF _____ **Date** _____

TO BE COMPLETED BY STAFF:

Certificate of Insurance [] Requested [] Received & Scanned to Rental Folder

Added to Outlook Rental Calendar []

Site Manager Required [] Yes [] No If yes, are they confirmed? [] Yes Site Manager Name: _____

Payment Method: _____ Receipt Number: _____

If Invoiced for Payment:

Invoice Number _____