



Facility Rental Procedures and Rules

Policy Reference

These procedures and facility use rules implement the City of Sequim's Facility Rental Policy as adopted (Resolution R2018-05) and as may be amended.

List of City Facilities

Guy Cole Event Center: Large capacity (335 max.) indoor facility with available kitchen, separate breakout meeting room, and audiovisual, located in Carrie Blake Park (144 N. Blake Avenue).

Softball Fields: Outdoor; located in Carrie Blake Park (144 N. Blake Avenue).

Civic Center Chambers: Occupancy 60-70, tables and chairs, audiovisual; located in Sequim Civic Center (152 W. Cedar Street).

Burkett Community Room: Occupancy 15, tables and chairs, audiovisual; located in Sequim Civic Center adjacent to City Council Chambers (152 W. Cedar Street).

Civic Center Plaza: Outdoor plaza with sheltered area against building; picnic table and benches; located adjacent to the Sequim Civic Center (152 W. Cedar Street).

James Center for Performing Arts: Covered band shell and large outdoor grass seating/picnic area; some benches. Located near Carrie Blake Park (506 N. Blake Avenue).

Centennial Place: Paved outdoor corner lot at major intersection; game table; benches overlooking intersection (104 E. Washington Street).

Pioneer Memorial Park: Small capacity (90 max.) indoor facility with kitchen located in historic downtown park. Rentals are managed by the Sequim Prairie Garden Club. (387 E. Washington Street).

Haller Playfields: Outdoor playfields (soccer) at 563 N. Rhodefer.

Dr. Standard Park: Outdoor playfields located on Silberhorn Road managed by the Sequim Little League.

Gerhardt Park: Former farm on hillside with woodland bordering creek; historic home and other buildings. **Not currently available for facility rental.**

To schedule a tour of any facility that is available for rent, please contact the Facilities Coordinator at 360-683-4908.

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Information for Public and Staff

Renters of City facilities are expected to follow all public health requirements to mitigate the impacts of the COVID-19 pandemic.

Reservation Requests for Rental of City Facilities

Persons, groups, or companies interested in renting City facilities can create an account on CivicRec from the City website (www.sequimwa.gov). Once an account has been created, this online system can be used for all facility rental needs. If there are any issues, please contact the Facilities Coordinator at 360-683-4908.

Applicants may also contact the Facilities Coordinator to:

- learn basic information about required documentation, such as liability insurance certificates and endorsements
- determine if other City permits such as a Special Event Permit may be required
- determine if other non-City permits or licenses may be required
- obtain the Guidelines for Use for a particular facility

IMPORTANT: The Applicant is solely responsible for submitting a timely and complete facilities rental request. Rental reservations are subject to cancellation without notice if paperwork or payment requirements are not met by the City's deadline.

Reservation Rights

The City of Sequim has first reservation rights to all City facilities.

Reservations from Applicants who are not City staff or acting on behalf of the City of Sequim are accepted on a first-come, first-served basis.

With some exceptions, Applicants may book a facility up to 12 months in advance.

Reservations for recurring events such as regular meetings of community groups or private clubs may be accepted at the discretion of the City. The City will consider whether the recurring use impedes other potential uses during periods of high demand (e.g., around weekends and holidays).

Deposits for recurring events may be sustained in a City account in lieu of refunding the deposit with each occurrence.

Reservations cover a specific facility only, and not the surrounding grounds or park areas.

Reservations are not accepted for the picnic amenities at Carrie Blake Park. Those amenities, including shelters, gazebos, and grills, are available on a first-come, first-served basis. Under no circumstances will the entire park be closed to accommodate a private group or function.

Reservation Status

Reservation requests are pending until confirmed by the City. Reservations that are missing any items required by the City will not be confirmed until the needed items have been provided to the City, e.g., insurance documentation, signed acknowledgment of Facility Guidelines, evidence supporting discounted rates or fee waivers, supplemental licensing or permits, etc. Pending reservation requests are subject to *removal from the calendar* if the required items are not received by the City's deadline.

If City action or inaction delays the processing of an otherwise timely and complete reservation request, that delay will not be counted against the Applicant.

The City, alone, has discretion to block out dates on the facility rental calendar as "**Closed**" prior to actual receipt of a facility rental request. This is to allow the City to plan for future events that may be sponsored or supported by the City. "Closed" reservation requests must include a description of the event and a contact person to assist the Facilities Coordinator when scheduling conflicts arise.

Rescheduling an event will require payment of a rescheduling fee as set in the City's Rates and Fees Schedule (SMC 3.68).

Cancellations

By City: The City of Sequim reserves the right to cancel without notice or liability any *confirmed* event that conflicts with a City program or if the facility becomes unavailable due to maintenance or safety issues. A full cash or credit refund will be issued to the renter if the cancellation of a *confirmed* event is based solely on a City scheduling conflict. A cash or credit refund will be issued to the renter if the cancellation of a *confirmed* event is due to an unforeseen maintenance or safety issue.

By Applicant/Renter: If Applicant cancels a *confirmed* event within 7 calendar days of the event, the City may retain 50% of the reservation fee.

The City will not bear responsibility for cancellation or interruption of an event due to emergency situations such as power outages or natural disasters. If renter believes an event was caused to be canceled or interrupted due to an act or omission on the part of the City, renter may appeal refund decisions to the City Manager.

Decorations, Equipment, and Setup

Setup and takedown of decorations, equipment, and seating arrangements, preparation of food, and cleanup of the facility after the event must be accomplished within the time-period of the reservation. Renters will *not* be allowed access to the facility other than during the time-period reserved.

Applicant must provide the City with a written list of the types of decorations, amplification equipment, and special effects equipment that may be used during the event. The City reserves the right to prohibit the use of certain decorations or equipment, or to adjust deposits to reflect enhanced cleanup costs.

Sound systems must be used in compliance with noise-related laws and regulations.

Potentially flammable items may be prohibited or limited and may require additional permitting and insurance requirements.

Items that may damage the environment or create undue cleaning burdens may be prohibited or limited and may require additional insurance requirements.

If unapproved decorations or equipment are used at the event, the City may deny future requests to rent by that Applicant, withhold damage deposits in whole or in part, or bill Applicant for excess cleaning or repair costs.

The City does not allow under any circumstances or at any facility the following decorations or equipment:

- Confetti, birdseed, or glitter
- Rice (other than consumed as food)
- Inflatable structures
- Fireworks
- Stickers (other than name tags), glue, or tape (except painter's)
- Bubble and fog machines

Depending on the facility and the permits obtained by renter, the City *may* allow open flame sources with strict regulation. For example, lighted candles may be allowed if enclosed in a glass container or vase and the flame cannot exceed the height of the container.

Fees and Deposits

All facility rental fees and deposits are set by the Rates and Fees Schedule, which is adopted by ordinance and routinely amended.

Fees and deposits must be paid in full within 7 calendar days of confirmation of a facility rental request.

Applicants requesting waiver by the City of any deposit or fee must obtain written approval of the waiver from the City Manager and must provide that documentation to the Facilities Coordinator before the reservation will be approved.

Applicants requesting the “resident” rental rate must be prepared to provide documentation of their residency within city limits, such as a utility bill or other mail.

The City will determine the appropriate fee from the City’s adopted fee schedule based on the status of the renter and nature of the event.

Damage deposits will be refunded within 14 business days after the event provided all conditions of the reservation were met and all rules and policies were followed. If any condition was not met to the satisfaction of City staff, the damage deposit may be forfeited in whole or in part.

If the cost of cleaning or repair of the facility after the event exceeds the amount of the damage deposit, Applicant will be billed for those additional costs.

Janitorial service will be billed according to the current hourly rate listed on the Rates and Fees Schedule and the cost of repairs or replacement items will be billed at the full cost incurred.

Disputes over deposits and refunds may be appealed to the City Manager.

Keys and Access

Only the person named on the facility reservation request will be provided keys or access codes to the rented facility. Any person seeking a key or code on a requester’s behalf must have *written permission from the requestor*. City staff may ask to see photo identification. Renters must pick up keys no earlier than the last business day prior to the event unless approved by City staff. The City is not responsible for delays or cancellations caused by a renter’s failure to obtain keys or access codes to a facility. If City staff are “called out” to provide access to a facility, a minimum two hours of public works crew time will be added to the renter’s obligations or deducted from their deposit.

Keys must be returned to the City no later than 24 hours after the event. A dropbox is available outside the Civic Center by the double doors and at the east end of the parking lot near the public restrooms at 144 N. Sequim Avenue. For Guy Cole Center

rentals, a key return box is available inside the facility beside the main entrance doors on the north side of the building and in the kitchen (if rented).

Failure to return keys may result in forfeiture of the deposit and future denials of reservation requests.

Some City facilities require use of alarm codes. The City will provide renters with information on how to properly arm and disarm the alarms.

Insurance Requirements

The City of Sequim will require evidence of General Liability insurance as follows:

- For any event involving the availability or use of alcohol, whether sold or not
- For any event involving the use of a kitchen for preparation of hot food
- For any event involving athletic participation (that is, participants will register for or pay an entrance fee to participate in an athletic activity, including but not limited to biking, running, walking, or engaging in any sport)
- For any event for which the City in its sole discretion determines liability insurance is required

If General Liability insurance is required, Applicant must submit a certificate and all endorsements before the rental date is confirmed and no later than 14 days before the event. **No facility rental date will be confirmed until proof of insurance has been received in a form acceptable to the City.** The certificate and endorsements must name the “City of Sequim” as an additional insured or provide blanket additional insured coverage. The minimum coverage limit must be \$1,000,000 per incident and \$1,000,000 general aggregate and be primary and non-contributory as respects the City. The insurance policy must be written on a form at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations, and contractual liability. The additional insured endorsement must be issued on a form at least as broad as ISO Additional Insured – Managers or Lessors of Premises Form CG 20 11.

If alcohol is to be available for consumption on the premises, whether sold or not, the Applicant must procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence, with the “City of Sequim” named as an additional insured. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises, with the prior written approval of the City of Sequim.

If the event involves athletic participation, the City has discretion to require that Applicant’s General Liability insurance include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

Applicants may consider applying for a Tenant Users Liability Insurance Policy (TULIP) through the City of Sequim's risk pool, Washington Cities Insurance Authority (WCIA). Visit the WCIA website at www.wciapool.org/insurances/tulip or call 1-800-507-8414. Alcohol and athletic participation insurance may require a different policy.

City Permit and License Requirements

Some proposed events may present the potential for broader impacts upon the community and require coordination beyond simply reserving a site. These activities may require a City of Sequim **Special Event Permit** and are governed by the Sequim Municipal Code (SMC 8.38).

It is the responsibility of Applicant to ensure that any City-required permit or license is in place prior to renting a City facility for the event.

If the event involves sale of any item for profit, the City requires that Applicant be licensed to do business within the Sequim city limits, unless Applicant claims an exemption from the payment of any business and occupation license or tax pursuant to SMC 5.04.080.

The Sequim Police Department reserves the right to determine if police presence is required for security, or if traffic control and/or parking attendants are necessary during an event. All security and traffic/parking services will be at Applicant's expense. An event likely to require these services will also likely require a Special Event Permit, which will set forth these requirements in greater detail than a Facility Rental Request.

IMPORTANT: Some potentially large or impactful activities are exempt from Special Event Permits, such as funeral processions, government meetings in normal places of assembly, conferences or conventions held in facilities designed for that purpose, non-commercial social gatherings of family and friends, and any other activity that is conducted customarily as an incidental element of or inherent to a primary use.

Non-City Permit and License Requirements

The Applicant is responsible for obtaining all permits or licenses from non-City entities that the City has required for a particular facility rental. City staff may assist Applicants with information on where to obtain those permits or licenses but will not obtain them on any Applicant's behalf. ***City approval of a complete Application assumes that all permits and licenses have been or will be obtained by the Applicant prior to the event.***

Alcohol Use

If any form of alcohol is intended to be provided or consumed at an event, whether sold or not, a permit or license is required and must be on display during the event. Licenses

through the Liquor Control Board may take up to 30 days to receive. Information is available online at www.liq.wa.gov/licensing.

Alcohol is strictly **prohibited** in the Sequim Civic Center (152 West Cedar Street).

Alcohol is strictly **prohibited** in all City parks unless availability and consumption occur indoors or is provided for in a Special Event Permit.

Alcohol available for sale must be served by a licensed bartender or caterer. No unattended, open bars are allowed.

Consumption of alcohol by minors will result in immediate termination of the event.

Alcohol may only be served or consumed within facilities or areas where it is specifically allowed by the City. The City reserves the right to prohibit alcohol in certain facilities and Applicant may not include alcohol at events occurring at those sites.

Applicant expressly assumes legal responsibility for any person's consumption of alcohol, inclusive of all potential consequences thereof.

Alcohol service must end one hour prior to the end of the event.

Tobacco/Marijuana/Vaping Product Use Prohibited

Smoking, or the use of any tobacco, marijuana, or vapor product, is prohibited inside all City facilities.

Food-Related Permits, Licenses, and Rules

Any food sold at an event must be prepared and served under the supervision of a licensed caterer or vendor who possesses a current Health Certificate, Business License, Commercial General Liability Insurance, and (if serving alcohol) Liquor Liability Insurance. All food must be prepared in a commercial kitchen, purchased from a store, or delivered from a restaurant. All wait staff must have current food handling permits from the Health Department.

Food being prepared or served on-site by Applicant or a non-professional group, such as scout troops, students, or volunteers, requires a temporary food service permit that must be displayed during the event.

Use of a facility kitchen for preparing hot food may require additional permitting, licenses, and insurance.

Note that the City of Sequim does not provide cookware, dishes, or utensils to outside users of its facilities, and the janitorial contract does not cover dishwashing. Unauthorized use of any City-owned dishes or utensils may result in forfeiture of damage

deposits in full or in part. Applicants who rent the Guy Cole Event Center kitchen may be required to fill out an equipment checklist before and after the event to ensure that Applicant's guests, agents, or vendors do not remove any City equipment from facility.

Animal-Related Regulations

Animals are prohibited inside any *indoor* City facility unless they are licensed service animals. Events involving animals in *outdoor* City facilities may require additional permitting, licensing, and insurance.

Disruptive Conduct Prohibited

Disruptive conduct is prohibited in all City facilities. Conduct is disruptive if it interferes with the business of City staff or the public, as determined by the City Manager or designee. Persons who are disruptive will be subject to warnings followed by any lawful remedy, including trespass notices, court-ordered restraining orders, or criminal charges. Persons found to have been disruptive in City facilities may be prohibited from renting a City facility in the future.

Denials and Disputes – Appeal Process

Reservation requests from persons or groups who in the City's sole determination have violated prior agreements or City policies will be denied the opportunity to rent City facilities.

Denial of a facility rental request and other disputes of City decisions regarding or arising from a facility rental may be appealed to the City Manager by submitting a written notice of appeal to the City Clerk at 152 West Cedar Street, Sequim WA 98382. The notice of appeal must contain sufficient information about the controversy for a decision to be made. The City Manager or designee will provide a written decision within 30 calendar days of receipt of the notice of appeal. The City Manager's decision is final.

Political Activity

State law generally prohibits use of a public facility to support or oppose any ballot measure or political candidate. RCW 42.17A.555. However, a public facility may be used as a *neutral forum* by community groups or campaigns to discuss issues and express views on an equal access, nondiscriminatory basis. The City retains sole discretion as to whether a proposed forum constitutes a neutral forum.

No signs or political activity supporting or opposing a candidate or ballot measure may be posted on City facilities. "City facilities" include without limitation, use of stationery, postage, machines, and equipment, use of employees of the office or agency during working hours, vehicles, office space, publications of the office or agency, and clientele lists of persons served by the office or agency. Please refer to the Washington State

Public Disclosure Guidelines for Local Government for more information. [Guidelines for Local Government Agencies in Election Campaigns \(Public Disclosure Law Re: Use of Public Facilities in Campaigns\) | www.pdc.wa.gov](#)