



GUY COLE EVENT CENTER GUIDELINES FOR USE



Renter Responsibilities:

You and your guests must comply with all terms of your Facility Rental Application, the City's Facility Rental Procedures and Rules, and all applicable city, state and federal laws and regulations. Failure to do so may result in your event being cancelled, and all persons being asked to leave the premises.

Room Capacity:

The Guy Cole Event Center has a designated capacity of

- Standing only: 1008
- Seated (chairs only): 720
- Seated (tables and chairs): 335

By fire code the listed capacity cannot be exceeded at any time.

Furnishings:

City provides:

- 160 chairs
- 47 rectangular tables 8' long
- 19 round tables 70" diameter

You are welcome to bring in additional furnishings if needed. The City does not provide any other than listed.

Decorations:

Refer to your Facility Rental Application and the City's Facility Rental Procedures and Rules for information on Decorations, Equipment and Setup. Prohibited decorations and equipment include rice, birdseed, confetti, glitter, stickers, and bubble and fog machines. Earthquake putty, painter's tape, command strips and string are the *only* materials allowed for installation of decorations. Do not

hang anything on the curtains. Lighted candles are allowed only if they are enclosed in a glass container or vase and the flames cannot exceed the height of the container. Carpet runners are allowed but may not be taped to the carpet or floor. Damage to any surface by decorations or equipment will result in reduced or forfeited deposit refunds.

Alcohol, Tobacco, Marijuana and Vaping:

Refer to your Facility Rental Application and the City's Facility Rental Procedures and Rules.

Alcohol may only be consumed or sold if all required permits and licenses are obtained and displayed.

Smoking or vaping of any product is prohibited inside the Guy Cole Event Center.

Parking:

General parking is available around the Guy Cole Event Center but renters and their guests are not given exclusive privileges. Therefore, space is limited. Renters are advised and encouraged to car pool to the event or shuttle participants from an authorized prearranged location. Illegally parked cars may be ticketed or towed.

Music & DJ's:

DJs and bands must have their equipment packed and removed from the building at the conclusion of your event. Remind the DJ that tape of any kind is not allowed on the floor, and that bubble and fog machines are prohibited. Sound levels must comply with state law on noise nuisances (RCW 70.107).

Animals:

No animals are permitted in City facilities with the exception of service animals.

Miscellaneous:

Instruction sheets for use of kitchen equipment are in folders on the shelf of the food preparation fixture.

All cleaning supplies, including spot cleaner, and garbage bags are in the closet to the right of the kitchen.

The audio system is in the closet to the left of the kitchen, the microphone jack is on the east wall and southwest corner of the room. *Please do not adjust the projector.*

Guy Cole Event Center Alarm Procedures

Entering

Main Glass Doors:

Enter through the north side double doors. The black alarm pad is on the right as you enter. Pass the fob in front of the pad to turn off the alarm.

If you set the alarm off, use the key pad above the black pad to type **908349** to turn off the alarm.



Alarm Pad



Location

Key Pad

Kitchen:

Enter on the west side of the building directly into the kitchen. The black pad is to the right of the door as you enter. Pass the fob in front of the pad to turn the alarm off. If you set the alarm off, use the key pad as described above to turn the alarm off.

Departing

Make sure that the doors are locked and the push bars have been released (locked). Doors must be closed to reset the alarm. Pass the fob in front of the black pad. Wait for the light to blink **RED**. Drop the key and checklist into the key drop box located by the kitchen door. You have **ONE MINUTE** to leave the building and shut the door once the alarm has been set.

GUY COLE EVENT CENTER General Clean-up Checklist

Return this form with the key to the drop-box located inside Guy Cole by the kitchen door

Rental Date: _____

By signing below, Renter confirms that the following steps have been taken:

- All decorations have been removed, including materials used to display them
- The immediate vicinity of the building has been checked to collect improperly discarded party favors, programs, flyers or other items associated with your event.
- All equipment and belongings of renter and guests have been removed from facility.
- Tables were *cleaned* and returned to the storage closet.
- Chairs were returned to the storage closet.
- Kitchen is tidy, with spills and trash cleaned up.
- Restrooms are tidy, with spills and trash cleaned up.
- Garbage and recyclables have been placed into appropriate outdoor receptacles.
- All appliances and audiovisual equipment are turned off or unplugged.
- Cleaning tools and supplies are returned to proper storage.
- All windows were closed and locked.
- All lights turned off.
- All doors locked.
- Alarms set.

If you notice damage or unsatisfactory conditions upon entering the Guy Cole Event Center, notify the Public Works Department immediately at 360-683-4908 during working hours (M – F, 8:00 am – 4:30 pm). On the weekend or after hours call the on-call employee at 360-912-7059 or the Sequim Police at 360-683-7227.

Report any damage or breakage in the box below:

Renter's Signature
Print Name: _____

Date