



CITY OF NEWCASTLE  
CITY CLERK'S OFFICE

13020 NEWCASTLE WAY  
NEWCASTLE, WA 98059

T: 425.649.4444  
F: 425-649-4363

---

## COMMUNITY ROOM USE APPLICATION

---

TODAY'S DATE: \_\_\_\_\_ DATES REQUESTED: \_\_\_\_\_

TIME REQUESTED: \_\_\_\_\_ to \_\_\_\_\_ TOTAL HOURS REQUESTED: \_\_\_\_\_

*MINIMUM 2hr rental required: Time requested includes set-up, breakdown & clean-up*

APPLICANT/ORGANIZATION NAME: \_\_\_\_\_

PERSON IN CHARGE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ (home) \_\_\_\_\_ (mobile)

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_ NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

TYPE OF SUPERVISION: \_\_\_\_\_

ADMISSION FUNDS COLLECTED?  YES  NO

CONCESSIONS SOLD?  YES  NO

LIQUOR SERVED?  YES  NO

MUSIC:  LIVE  STEREO  NONE

ACCOMMODATIONS REQUESTED: (tables, chairs, etc.)

\_\_\_\_\_

\_\_\_\_\_

---

### AGREEMENTS

The applicant agrees that during the use of this facility, \_\_\_\_\_ will not exclude anyone in participation in, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability. The group or individual sponsoring the event and using the facility hereby agrees to hold the City of Newcastle and its officers, agents, servants and employees harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said group or individual, or its agents while on City of Newcastle property, or that may result from or be claimed by reason of, the operations of said group or individual, except for the sole negligence of the City of Newcastle. The group or

individual as the case may be, agrees to fully reimburse the City of Newcastle for any damage arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of same.

It is your responsibility to inform all members of your group of the Park and Facility Rules and Regulations. Failure to abide by Park and Facility Rules and Regulations could result in immediate loss of privileges or forfeiture of privileges for future use.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**GROUP CLASSIFICATIONS**

**Group 1**

Renton School District, Issaquah School District, Bellevue School District, non-profit membership groups for events which are community based and involve activities which enhance the city. Examples of recognized groups engaged in promoting activities and issues: Boy Scouts, Girl Scouts, Campfire Boys and Girls, PTA, PTO, service clubs (Rotary, Kiwanis), Boys & Girls Clubs and churches.

*\*Group 1 applicants must provide a copy of their IRS 501(c)(3) designation letter with this application.*

**Group 2**

Groups or organizations whose membership is open to the general public but operates for the primary benefit of their membership and/or participation is limited to a select group. Examples: model clubs, dance clubs, preschool co-ops, political organizations, etc.

**Group 3**

This classification includes:

- a. Groups or organizations, who charge fees, collect donations, membership fees or charge admission.
- b. Events not open to the general public (i.e., wedding receptions, anniversaries, private dance clubs, birthday parties, etc).
- c. Groups or organizations commercial in nature and are promoting a product or service (i.e., Tupperware, Large Garage Sales, Diet Workshops, etc.) Event can be free to the public.

**HOURLY FEE SCHEDULE**

	<b>GROUP 1</b> M - TH	<b>GROUP 1</b> F - SUN	<b>GROUP 2</b> M - TH	<b>GROUP 2</b> F - SUN	<b>GROUP 3</b> M - TH	<b>GROUP 3</b> F - SUN
Resident (-30 People)	Free*	Free*	\$10.00	\$12.00	\$25.00	\$30.00
Resident (30+ People)	Free*	Free*	\$18.00	\$23.00	\$40.00	\$55.00
Non Resident (-30 People)	Free*	Free*	\$11.00	\$13.00	\$27.00	\$32.00
Non Resident (30+ People)	Free*	Free*	\$20.00	\$24.00	\$42.00	\$57.00

**Damage Deposit**

No Food

- -30 People \$150.00
- 30+ People \$250.00

Food

- -30 People \$200.00
- 30+ people \$400.00

**Additional Fees & Charges**

Holiday Rental \$18.00 (Additional to hourly rate\*)  
 Cleaning Charge \$30.00 per hour  
 Carpet Cleaning Fee \$150.00  
 Key Deposit \$40.00

\*The City of Newcastle Holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Day

*NOTE: The Office of the City Manger may waive fees upon formal request.*

---

**RENTAL FEE (STAFF USE ONLY)**

Group Classification: \_\_\_\_\_ Fee per hour: \_\_\_\_\_ x \_\_\_\_\_ #hrs = Rental Fee: \$ \_\_\_\_\_  
Deposit Fee \$ \_\_\_\_\_  
Additional Fees (explain): \_\_\_\_\_ \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

---

**\*DAMAGE DEPOSIT REFUND\*** (Application WILL NOT BE PROCESSED if incomplete)

**ISSUE TO:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

*Deposit refunded via check to party named above upon inspection by Public Works staff.*

---

**HOURS OF AVAILABILITY**

Sunday – Thursday 8:00 AM - 9:30 PM  
Friday - Saturday 8:00 AM - 11:00 PM

All events must be completely cleaned up and clear from the room by the closing time. The Office of the City Manager may extend these times on a case by case basis. Groups must have a written letter of authorization from the City Manager authorizing any activity outside the normal operating hours of the facility.

---

**APPLICATION PROCEDURES**

- The Community Room may be scheduled for an individual event or regular meetings
- The room can be scheduled up to three (3) months in advance
- Priority is given to City of Newcastle residents (see chart below for reservation dates)
- Telephone inquires are welcome but an application and deposit are required to guarantee room rental
- Individual completing the application must be at least 21 years of age and present during the event
- Individual signing the rental agreement is considered the responsible party in case of damage, theft, or disturbances during the event

RESERVATION MONTHS	ADVANCE REGISTRATION FOR RESIDENTS	OPEN REGISTRATION
January	October 1 – 5	Beginning October 6
February	November 1 – 5	Beginning November 6
March	December 1 – 5	Beginning December 6
April	January 1 – 5	Beginning January 6
May	February 1 – 5	Beginning February 6
June	March 1 – 5	Beginning March 6
July	April 1 – 5	Beginning April 6
August	May 1 – 5	Beginning May 6
September	June 1 – 5	Beginning June 6
October	July 1 – 5	Beginning July 6
November	August 1 – 5	Beginning August 6
December	September 1 – 5	Beginning September 6

---

### **PAYMENT PROCEDURES**

- a. A Damage/Cleaning Deposit must be paid at the time of submitting an application for a reservation to secure the facility for the requested date. The amount of the Deposit is contingent upon two criteria: size of the party and if food will be served. The Deposit will also apply to all building facilities, furnishings and equipment. To ensure the return of the Deposit, please make sure you have a member of the Parks and Recreation staff person check out the facility prior to leaving. After 5:00 PM on weekdays and weekends, complete the Community Room Checklist and a member of the Parks and Recreation staff will check the facility immediately upon resumption of City Hall hours of operation. If there is no damage or excessive cleaning required, the Deposit will be returned to you within Thirty (30) days of the reservation date.
- b. The Rental Fee MUST be paid in full thirty (30) days prior to the event, unless reservation time dictates otherwise. Failure to do so will constitute a cancellation (See Cancellation Guidelines: letter (A) for additional information.) Reservations accepted with 29 days or less to the event must pay both the Damage/Cleaning Deposit and the Rental Fee in full at time of submitting an application to guarantee a room reservation.
- c. Payments may be made with cash, personal check or money order.

---

### **INSURANCE REQUIREMENTS**

- Lessee may be required to provide a copy of their Liability Insurance to the City of Newcastle within 30 days of the activity, and upon written request of the City, a duplicate of the policy as evidence of insurance protection provided.
- The required insurance policy is to be endorsed to (1) name the City, its officers, employees, agents and volunteers as additional insured and (2) shall not be suspended, voided, canceled, or reduced in coverage or limits except after 30 days prior written notice to the City.
- Event insurance can be purchased through the WCIA that meets the requirements of the City of Newcastle insurance requirements. Information regarding this insurance is available from the City upon request.
- For specific information on how to purchase this insurance contact City Hall at (425) 649 – 4444 Monday –Friday, 8:00AM – 5:00 PM

---

### **RENTAL POLICIES**

- a. Rental hours are consecutive and must include time for delivery of supplies, set-up, and take down, and clean up.
- b. Set-up begins at the specified start time on the Facility Reservation Application given at the time of making the reservation. Early delivery of supplies and set-ups are not permitted.
- c. All items brought into the facility by the lessee are to be removed by the end of the rental period. The lessee is to remove food, materials, equipment, and furnishings, decorations and garbage left after use of the facilities.
- d. **\*\*All garbage should be placed next to the door in closed trash bags.\*\***
- e. City-owned equipment made available and used by the lessee must be thoroughly cleaned (include tables, chairs, coffee pots, kitchen facilities, floors, sinks, toilets, etc)
- f. Cleaning supplies including mops brooms, cleaners, trash bags, and paper towels are available. Please request the needed items at the time of reservation.
- g. It is the responsibility of the lessee to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.
- h. There is a key box outside of the community room. Please be sure to lock up the room after use. Place the key in the envelope and drop it in the deposit box.
- i. Please remember that you have the room available to you for **ONLY FOR THE TIME REQUESTED**. There may be other parties using the room immediately after you. Make sure that you have allotted time in the reservation hours to set-up and tear down for your function.

---

**CANCELLATIONS**

- a. Cancellations made within thirty (30) days of the reservation will be charged 50% of the Rental Fee and 50% of the Damage/Cleaning Deposit. If Rental Fee charges were not paid within 30 days of the event, 50% of the rental fees will be subtracted from the Damage/Cleaning Deposit paid at the time of application.
- b. Cancellations made Thirty (30) days or more before the reservation will be charged 50% of the Rental Fee, with 100% of the Damage/Cleaning Deposit being refunded. Rental Fee charges will be subtracted from the Damage/Cleaning Deposit paid at the time of application.

---

**GENERAL RULES**

- Throwing of rice, birdseed, or confetti inside or outside of the building is not permitted.
- Decorations may be attached to walls, windows, or ceilings with masking tape or other non-marring material. Do not use tacks, staples, glue or any other marring method.
- Use of illegal drugs, smoking, and/or gambling is not permitted in any of the Community Room or City Hall Building Offices.
- Only those rooms specified on the Facility Reservation Application will be available for use by the lessee.
- Rental facilities are available until 9:30 PM Sunday – Thursday & until 11:00 PM Friday – Saturday. Event must conclude at a reasonable time to accommodate clean up.
- Minors must have adequate adult supervision
- The City of Newcastle does not assume responsibility for personal property left unattended in City facilities.
- The City of Newcastle cannot be responsible for accident, injury, or loss of property.
- The misuse of any City facility or the failure to comply with these regulations will be sufficient reason for denial of further reservations.
- Event participants must park in the designated parking areas only. Parking spaces in the City Hall parking lot or City Park are open to the public and cannot be reserved.
- The City of Newcastle scheduled events will take precedence over non-city events.
- Flammable materials are not permitted to be utilized without the written consent of the office of the City Manager.

**RULE OF THUMB:** Leave the facilities in the same condition or better than you found them.

---

**USE OF ALCOHOL**

Use of alcoholic beverages inside the Community Room will be subject to review and may be changed without prior notice. The lessee must submit a copy of either:

- a. A Special Occasion Liquor License must be obtained from any State Liquor store and displayed in the rental facility during events consuming alcohol. A copy of the permit or license must accompany rental payment. Application forms are available in All State Liquor stores. License fees are to be paid directly to the store.
- b. A banquet permit is needed for all private functions where liquor is served. Banquet Permits are needed for business or social organization functions where alcohol is served at no charge and/or brought in by its members. The function cannot be open to the general public. No alcohol may be sold under a banquet permit. Application forms are available at All State Liquor stores. Permit fees are to be paid directly to the store. A copy of banquet permit must be provided 2 (two) weeks prior to event.

**LIQUOR:** The sale and consumption of alcoholic beverages is permissible at designated indoor and outdoor facilities within City facilities by special use permit, provided that the activities conform to the requirements of the Washington State Liquor Control Board pursuant to Title 66, R.C.W., and that such serving and consumption is confined to the designated location. Applicants who plan to sell tickets/products, charge admission or sell alcoholic beverages are required to obtain a Banquet Permit at a local liquor store. The City needs a photocopy of the Banquet Permit at least two weeks prior to the event and the original must be displayed during the event.

---

**FACILITY INSPECTION CHECKLIST**

The Facility Inspection Checklist is a form used to determine the condition of the facility and equipment prior to and following the rental. Both parties, responsible party and a staff person, are required to sign the Facility Inspection Checklist upon each walk through. After 5:00 PM and on weekends the Public Works Department will conduct a walk-through upon resumption of normal City Hall hours of operation.

The Facility Inspection Checklist is submitted to the Public Works Department following the rental. The amount of the Damage/Cleaning Deposit refunded is contingent upon inspection and approval of City maintenance staff. The replacement cost of damage to the facility and/or equipment or the cost of time by the staff person to clean the facility and/or equipment will be deducted from the Damage/Cleaning Deposit.

---

**MAINTENANCE USE ONLY**

**INSURANCE REQUIRED:**  YES  NO

**NOTICE TO MAINTENANCE STAFF:** \_\_\_\_\_

**SPECIAL NEEDS:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED  NOT APPROVED **WAIVED:**  YES  NO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

**FINANCE DEPARTMENT USE ONLY**

**REFUND ISSUED:** \_\_\_\_\_ **BY:** \_\_\_\_\_  
Date Name