

ILWACO COMMUNITY BUILDING

PO Box 548 • Ilwaco WA 98624

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APPLICATION & USER AGREEMENT

EVENT

Purpose		Ongoing/Single Use	
Day		Date(s)	
Hours of use		Hours of event	

RESPONSIBLE PARTY

Organization					
Contact					
Mailing Address					
City		State		Zip	
Phone		Cell			
Email					

PAYMENTS

Fees	Amount	Check #	Receipt #	Date	Initials	Return
Rental (\$15/hr.) 2 hr. minimum						
Key Deposit	\$200.00					
Non-Profit	I declare that the entity I am representing is recognized as a non-profit by the federal government, and upon request can supply the proper documentation <input type="checkbox"/> Yes <input type="checkbox"/> No					

TERMS OF AGREEMENT: Please read and acknowledge by initialing each statement

- KEYS:** Keys must be checked out prior to use from Ilwaco City Hall, Monday-Friday, 8:00 a.m.-5:00 p.m. A refundable \$200 deposit is required. This deposit ensures the facility can be rekeyed in the event the keys are lost or stolen. Your check will be returned in person or via mail once the key has been returned to the office or through the drop box to the left of the front door. Renters may not request a key from library staff. _____
- TABLES AND CHAIRS:** Renters are responsible for setup and take down of tables and chairs. Tables and chairs must be wiped clean after use _____.
- GARBAGE:** Renter agrees to remove garbage into appropriate dumpster immediately following use. _____
- FOOD & BEVERAGES:** Renter agrees that food and beverages that are served during the meeting must be kept to a minimum, as there are no kitchen, cooking or cleanup facilities. **No red liquids or red foods are allowed.** _____

5. **PERMITS & LICENSES:** Renter shall be responsible for obtaining all permits and licenses, such as gambling, liquor and health, and providing such to the City of Ilwaco seven (7) days prior to the use of premises. All licenses and permits are to be posted in plain view during event. Smoking is prohibited inside the building or within a minimum distance of twenty-five (25) feet from entrances, exits, windows that open and ventilation intakes. Alcoholic beverages may be permitted with prior City of Ilwaco approval, and a Washington State Liquor Control Board Special Occasion License will be required. _____
6. **NOISE/SUPERVISION:** During working hours, groups shall remain mindful that the library and other tenants of the building must perform their regular business. Noise and excess activity should be minimal. After hours use of the meeting room must be supervised by an adult eighteen (18) years or older. _____
7. **DAMAGES:** Users assume responsibility for returning the meeting room to its original condition and for any damage to city property resulting from their use of city facilities. **Use of tape, tacks, etc. on the walls or glass is not allowed.** In the event of a violation of any provision of this paragraph, the city will perform the service or make the repair and bill the organization for the cost thereof. The city may assess charges for damages, including cleaning. Reimbursement of such repairs must be made to the City of Ilwaco within ten (10) days. Unlawful activity will not be permitted in the meeting rooms or on library premises. _____
8. **PURPOSE:** Renter agrees that the premises will be used solely for the purpose noted previously and will not allow the premises to be used in violation of law, ordinance or governmental regulations, nor use any part of the premises for any purpose determined to be hazardous by the City of Ilwaco's insurance carrier. _____
9. **HOLD HARMLESS:** Renter acknowledges that the City of Ilwaco does not assume liability for injuries, loss or damage to personal property that occur as a result of the actions or speech of the sponsors or participants in meetings scheduled in city facilities. All organizations using the premises assume all liability for injuries and loss or damage to personal property relating to their use of the premises and agree to defend and hold the City of Ilwaco harmless from any such claim. _____
10. **ENDORSEMENT:** Allowing a group to use a meeting room for public use does not constitute city endorsement of the beliefs or ideas expressed by organizations or individuals using the space. _____
11. **PUBLICITY:** Events or meetings not sponsored by the city or city-related organizations shall not be publicized in a manner that suggests city sponsorship or affiliation. _____
12. **CANCELLATION:** Renter agrees if any ongoing or single use event is cancelled for any reason, renter must provide notice to the City of Ilwaco so that another event may be scheduled. The City of Ilwaco retains the right to use the meeting room for its own purposes at any time. If it becomes necessary to cancel or change a previously scheduled reservation, the city will notify the contact person at least five (5) days before the cancellation. _____
13. **VIOLATION OF AGREEMENT:** Any group that violates this agreement, or creates a disturbance of any kind during the use of the meeting room, may be barred from future use of the facility. _____

By signature, the renter and the City of Ilwaco have executed this Application & User Agreement for use of the premises, and renter affirms they have read and agree to the terms of agreement. The person signing this agreement affirms they have legal authority to sign on behalf of the organization.

SIGNATURES	Print Name	Signature	Date
Renter			
City of Ilwaco			

Special Notice

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants on the basis of race, ethnicity or gender. 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 any way. However, if you choose not to furnish it, we are required to note a race, ethnicity and gender of individual applicants on the basis of visual observation or surname.

Race: White Black/African American American Indian/Alaska Native Asian Native Hawaiian/Pacific Islander
Ethnicity: Hispanic/Latino Not Hispanic or Latino
Gender: Male Female

Completed by Employee: Yes No