



# RENTAL POLICY

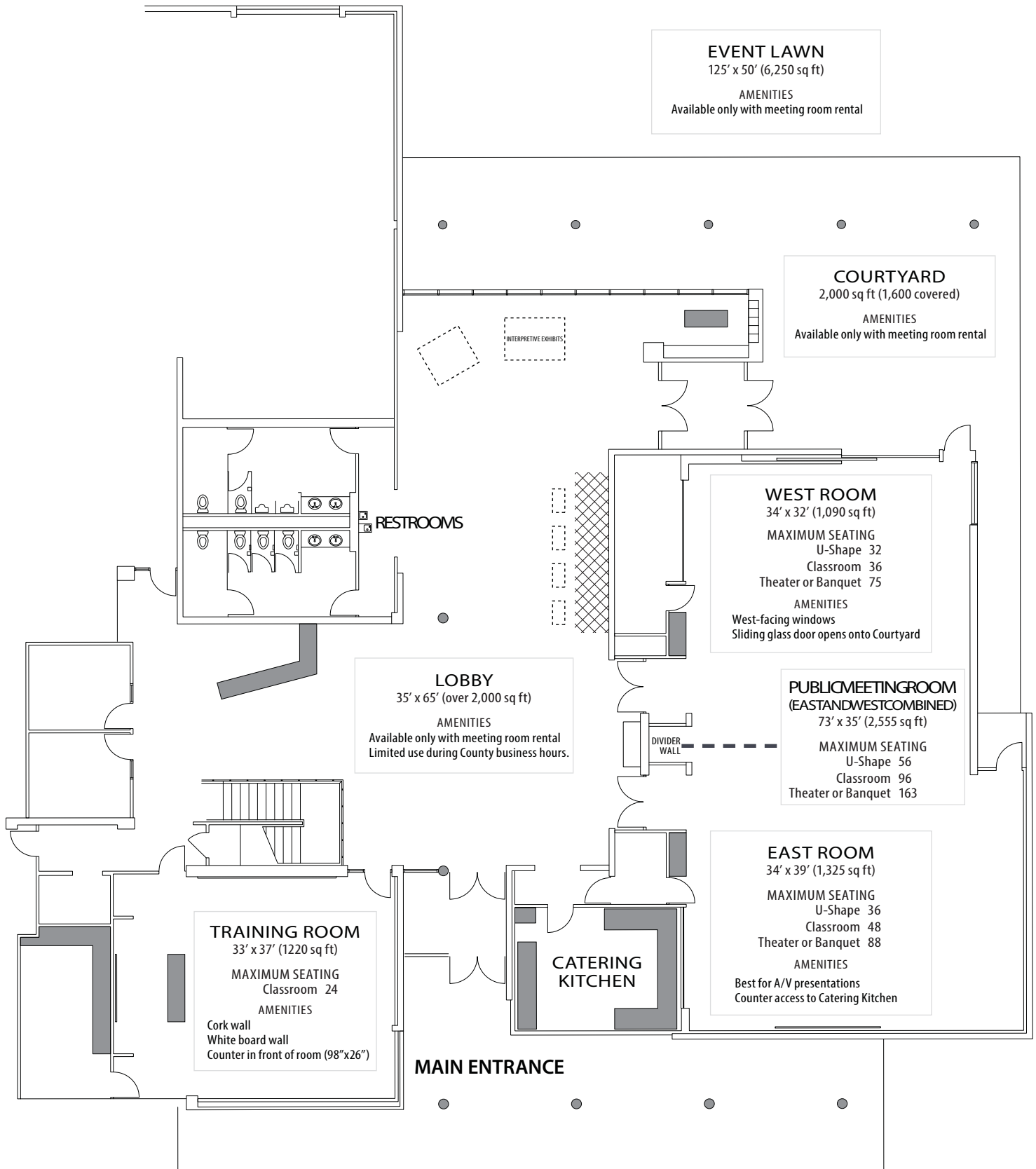
## RETREAT & MEETING RENTALS

### ENVIRONMENTAL SERVICES BUILDING

Updated May 2017



# ENVIRONMENTAL SERVICES BUILDING FACILITY RENTAL SPACE



## AMENITIES

### COFFEE SERVICE

\$25.00 per pot (serves 20)

Includes cups, coffee (regular and decaffeinated), hot cocoa packets, coffee stirrers, individual creamers, raw sugar, Splenda, Equal, Sweet-n-Low, hot water and tea bags.

### AUDIO/VISUAL

Audiovisual equipment is available in each meeting room for a fee.

Includes video projector and screen, wired and wireless microphones, DVD/VCR player, and cable TV programming.

Assistive listening devices are available for the hearing impaired.

Projectors are ceiling-mounted in the East and Training Rooms. The West Room projector is on a cart.

Projection screens are located in all meeting rooms.

#### CABLES PROVIDED:

Audio (stereo mini-connector for headphone jack)

PC users: VGA Cable

Mac users: Mini DisplayPort to VGA adapter

### WIRELESS INTERNET ACCESS

Free wireless, high-speed internet access is available. Staff will provide you with a network password.

### CATERING KITCHEN

When you reserve the kitchen you get access to the equipment and dishes. You are responsible for washing and drying dishes and returning them to their cabinets.



#### KITCHEN EQUIPMENT INCLUDES:

- Reach-in refrigerator/freezer
- Stove
- Commercial warming oven
- Microwave
- Commercial coffee brewing equipment
- Commercial dishwasher
- Portable bar

#### DISH SERVICE FOR 180 INCLUDES:

- Dinner plates
- Salad/dessert plates
- Silverware (stainless steel)
- Coffee mugs
- Plastic beverage cups
- Plastic water pitchers



#### NOT INCLUDED IN KITCHEN USE:

- Linens
- Serving utensils
- Sharp knives
- Cookware
- Pots and pans
- Ice

## AMENITIES (CONT):

### TABLES/CHAIRS

The use of 8-foot rectangular table, 60" round tables and 30" bistro tables and indoor chairs are included in your reservation fee.

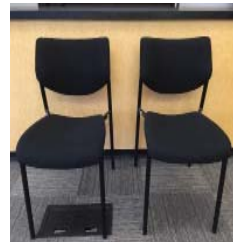
#### INDOOR USE

Our staff will set up the tables and chairs inside with your preferred arrangement.

#### OUTDOOR USE

Our staff will setup tables under the covered courtyard and lawn. Chairs may be setup under the covered courtyard, however may not be used in the lawn area.

TABLES AND CHAIRS	QTY
8 foot rectangle (96" x 30")	17
Chairs (armless)	200
*Round tables (60")	24
*Bistro tables (30" diam/40" high)	6



### PARKING

There are 250 parking spots in the visitor and employee lots. Event parking is limited to the visitor lot during regular Pierce County business hours (Monday–Friday, 7:30 am–4:30 pm).

### NOT PROVIDED

- Fax or copy machines
- Catering services
- Office supplies including pens, markers, tape, paper, easels, easel pads.





## AUTHORIZED USERS

### PUBLIC WORKS AND UTILITIES DEPARTMENT (PWU)

PWU staff may reserve the ESB to hold work-related events; including hosting events for outside agencies (the employee must attend the entire event).

To reserve meeting rooms, fill out the PWU Rental Form and return it to the Parks & Recreation staff. The rental form is available on the PWU Department intranet page. The event must receive approval from the senior manager of the division or section hosting the event before being approved by the staff.

### OTHER USERS

Pierce County departments, organizations, and the general public may reserve the ESB to hold events. Such events must submit a completed ESB Rental Form and receive approval from County staff. The ESB Rental Form is available online at [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental). The completed form should be submitted at least 3 weeks in advance of the requested use date.

Reservations will be accepted up to one year in advance.

#### CONTACT INFORMATION

Address 9850 64th St W  
University Place, WA 98467

Email [pceventrental@co.pierce.wa.us](mailto:pceventrental@co.pierce.wa.us)

Phone (253) 798-4141

Website [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental)

## APPROVAL OF REQUESTS

To make a reservation, contact the Parks & Recreation staff to determine availability. Once availability is confirmed, fill out and return the ESB Rental Form with your damage deposit to the staff. Your reservation is not approved until Pierce County receives your deposit and you receive a confirmation email from the staff.

Requests will be reviewed on a first-come, first-served basis. Requests may be refused for any reason. The Public Works and Utilities Department, Pierce County Executive, and Pierce County Council have priority for reservations.



## AVAILABILITY

Setup and cleanup must be included in the total rental time. Access to the ESB is limited to the start and end times listed on the ESB Rental Form.

**You will be charged for the entire rental period, even if the event ends early. Rentals that extend beyond scheduled hours will be charged double the hourly rate.**

Weekend rentals (Saturday and Sunday) have a 6 hour minimum. The minimum time period is continuous and cannot be split into separate blocks of time.

### HOURS OF AVAILABILITY

Monday–Thursday	7:30 a.m.–10:00 p.m.
Friday	7:30 a.m.–12:00 a.m.
Saturday	9:00 a.m.–12:00 a.m.
Sunday	9:00 a.m. –10:00 p.m.

### THE ESB IS NOT AVAILABLE ON THESE DAYS AND HOLIDAYS:

Thanksgiving (THUR & FRI)

Christmas

New Year's Day



## RATES, DEPOSITS, AND PAYMENTS

### RATES

Rental fees are collected to cover maintenance and operations costs. Users pay fees reflective of market rates for comparable facilities or equipment.

Current rates can be found online at [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental)

### DEPOSITS

Your reservation is not confirmed until we receive your deposit. Part or all of the deposit may be forfeited in the event of damage to the facilities.

Deposits can be paid with a Visa or Mastercard, check, or cash. Your deposit is NOT applied to the total payment. Deposits are refunded in full after the reservation date. If paying with cash or check, please allow up to 2 weeks for refund processing through Pierce County's Budget and Finance Department.

### PAYMENTS

Full payment is due 90 days before the reservation date. Payments can be made with a Visa or Mastercard, check, or cash.

#### PIERCE COUNTY DEPARTMENTS

Pierce County departments pay reduced rates during normal business hours. PWU, Executive, and Council offices pay direct costs only. If the authorized user is another Pierce County department, all charges incurred, including damage to the facility, are paid by a TC 72 document initiated by the staff. A \$25.00 administrative fee is added to the total.

#### STATE AND LOCAL GOVERNMENT USERS

Washington State agencies and local municipalities do not receive discounted rates but damage deposits are waived with the understanding and agreement that any charges incurred due to damage of the facility will be billed to the renter.

#### NON-PROFIT ORGANIZATIONS

Non-profit organizations are allowed discounted rates Monday through Thursday evenings only. The organization must be registered with the Secretary of State as a non-profit corporation or charity. Non-profit organizations are offered lower rates at limited times during the week because of the overall value such organizations provide to citizens in our community.

## CHANGES AND CANCELLATIONS

**Changes** to approved reservations must be submitted by email to County staff. Last minute changes (3 calendar days before the event) may not be accommodated. Additional fees will be assessed if necessary to support the change.

### Cancellations:

- Cancellations must be submitted in writing to the Parks & Recreation staff.
- If a reservation is cancelled 90 days prior to the reserved date 90% of the rental fee is refunded.
- If a reservation is cancelled 46-90 days prior to the reserved date 50% of the rental fee is refunded.
- If a reservation is cancelled 45 days or less none of the fees will be refunded.

## RESTRICTIONS

Specific restrictions on use are:

- No smoking inside the facility or within 50 feet of any entrance to the facility
- No firearms may be displayed or discharged within the facilities or grounds of the ESB
- Fireworks and sparklers are prohibited at Chambers Creek Regional Park
- No smoke machines and/or fog machines
- No dancing in the lobby area of the ESB

## FOOD

Food prepared in a licensed kitchen does NOT require the use of an approved caterer (ex. box lunches, continental breakfast, food drop-offs, and packaged snacks)

A current list of preferred caterers is on the ESB rental website: [www.piercecountywa.org/esbrental](http://www.piercecountywa.org/esbrental)  
Preferred caterers provide proof of the information below. The list is updated annually in February:

- Valid Health Department off-site catering permit
- A current business license
- Certificate of Liability Insurance noting Pierce County as additionally insured

You may use a caterer that is not included on our preferred caterers list but they will need to furnish the documentation listed above.

### **Potlucks or food prepared at home are not permitted.**

## CLEANUP

Failure to follow the guidelines below could result in the loss of part or all of your deposit.

### **DECORATIONS, SIGNS, AND POSTINGS.**

Everything you bring with you must be removed at the end of your event.  
Pierce County is not responsible for any items or equipment left at the ESB.

## KITCHEN

**Caterer is responsible for the following. If a caterer was not used then the renter is responsible.**

### **DISHES**

Wash and dry dishes and return them to their proper cabinets.

### **Ovens AND COOLER**

Turn off ovens.  
Wipe up spills inside equipment.

### **COUNTERS AND SINKS**

Wipe counters, sinks, and appliances with disinfectant spray.

### **DISHWASHER**

Clean removable screen in the bottom of the machine.

### **GARBAGE, CARDBOARD, AND RECYCLING**

Collect and haul to the dumpster and recycle bins (on-site staff will escort you).

### **FLOOR**

Sweep kitchen floor.  
Mopping is not necessary.



## TERMS AND CONDITIONS OF USE

Freedom of expression is indispensable; however, ESB facilities may not be used in ways that obstruct or disrupt County operations, the freedom of movement, or any other lawful activities.

Pierce County will not make its facilities or services available to organizations that do not comply with the terms of the Americans with Disabilities Act (ADA) or the Rehabilitation Act of 1973 (RA). Uses must not impose restrictions nor alter facilities in a manner that would violate the ADA or RA.

Pierce County will not make its facilities or services available to organizations that discriminate against any person because of race, color, religion, national origin, sex, disability, creed, familial status, marital status, gender identity, sexual orientation or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal law or regulations.

## SAFETY AND LIABILITY

Rental approval is granted with the express understanding and condition that you or your organization assume full responsibility for any loss, damage, or claims arising out of such use. You are responsible for complying with:

- All applicable Pierce County policies, procedures, and regulations
- The approved terms permitting use of ESB facilities and any conditions that may be imposed by County staff.
- Local, state and federal laws, ordinances, rules and regulations, including but not limited to fire, health, safety, noise, and alcohol use
- Maximum occupancy limits on rooms

Pierce County is not responsible for any damage or loss occurring to your property during the rental of ESB facilities. This includes any damage that occurs when your equipment is used with ESB audiovisual equipment, unprotected internet access or power sources.

Pierce County is not responsible for the content of any presentations or events held at the ESB by a non-County organization.

You may be required to submit proof of liability insurance when the event involves physical activity, or proposed use will otherwise increase the risk of bodily injury above normal levels. Coverage must show limits of at least \$1 million per occurrence (\$2 million aggregate).

A Pierce County staff person will be on site during events to ensure that users comply with all policies.

## VIOLATIONS

If you violate ESB rental policies and procedures you will be advised of the violation and asked to leave Chambers Creek Regional Park. Failure to comply with the request could subject you to arrest and criminal prosecution under provisions of applicable state, county and city laws or ordinances. Violators may be refused future use of rental facilities.

