



PARKS & RECREATION

680 LEBO BOULEVARD • BREMERTON, WA 98310-5841
TEL: 360.473.5305, FAX: 360.473.5882 • www.ci.bremerton.wa.us

"Committed to Enriching Life in Bremerton"

FACILITY RENTAL AGREEMENT

DATE SUBMITTED: ____/____/____

Rental Date(s): ____/____/____ Day(s): Su M Tu W Th F Sa From: ____AM/PM to ____AM/PM

Organization/Group: _____

Activity Type: _____

Representative/Person in Charge: _____ Work Phone: _____

Address: _____ Home Phone: _____

City: _____ Zip: _____ Email: _____ Est Attend: _____

Will you be selling merchandise, services or collecting fees? Yes No If yes, for what purpose? _____

Room(s) Requested (Please check all that apply):

SHERIDAN PARK COMMUNITY CENTER 680 Lebo Blvd., Bremerton, WA 98310 Ph:360-473-5305 Fax:360-473-5882

<input type="checkbox"/> Lounge (Max 49)	<input type="checkbox"/> Clubroom A (Max 15)	<input type="checkbox"/> Clubroom B (Max 35)
<input type="checkbox"/> Conference Room (Max 25)	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Room Package (Room + Gym) <input type="checkbox"/> Entire Building

BREMERTON SENIOR CENTER 1140 Nipsic, Bremerton, WA 98310 Ph: 360-473-5357 Fax: 360-473-2305

<input type="checkbox"/> Main Room Only (Max 195 no tables/125 w/tables)	<input type="checkbox"/> Card Room (Max 25)	<input type="checkbox"/> Meeting Room (Max 35)
<input type="checkbox"/> Main Room w/Kitchen & Appliances	<input type="checkbox"/> Entire Building	

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

I certify that I am the authorized representative of the organization or group named herein. I agree on behalf of myself and for the organization or group to supervise all activity on the premises and to fully comply with and enforce the City of Bremerton Parks & Recreation rules and regulations (attached) during the time allocated for use by the organization or group. This agreement may be immediately terminated if the organization or group fails to comply with and/or enforce City rules and regulations.

In consideration for the acceptance of this application, the organization or group named herein hereby waives, releases and agrees to hold harmless the City of Bremerton, its officers, officials, employees, agents and volunteers including class instructors from any and all claims for injuries, damages, losses or suits, including all legal costs and attorney's fees, arising out of or in connection with the participation in this agreement and the rental of this City facility by the organization or group named herein.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AGREEMENT BEFORE SIGNING IT.

Signature

Print your name

Official Capacity with Organization or Group

Phone Number

Date

In the event that the building is not open for your event, please call 9-1-1; state that this is NOT an emergency, and request to contact the Parks & Recreation Department staff on call.

Diagram of preferred layout with tables and number or chairs indicated. If not completed, the renter is responsible for table and chair setup and take-down.

SPECIAL NEEDS FOR EQUIPMENT OR SERVICES: _____

FOR OFFICE USE ONLY

Approved Denied By: _____ Date: ____/____/____

Fee: \$ _____ Cash Check# _____ Credit Card Receipt #: _____

Comments: _____

Deposit: _____ Cash Check# _____ Credit Card Receipt #: _____

Deposit Refund Approved/Processed By: _____ *(Note: Refund may take 10-14 days to process and will be sent to payee.)*

Refund Sent To: _____ Voucher #: _____ Date ____/____/____

RULES AND REGULATIONS FOR USE OF PARKS & RECREATION FACILITIES

Hours of Availability:	Sheridan Park Community Center	Bremerton Senior Center
	Mon-Sat 8:00AM-10:00PM	Mon-Fri 4:30PM-10:00PM
	Sunday 10:00AM-8:00PM	Saturday 8:30AM-10:00PM
		Sunday 10:00AM-8:00PM

The City of Bremerton and Bremerton Parks & Recreation Department's existing and future special events and programs have priority use.

Reservations are not taken more than twelve (12) months in advance or less than two (2) weeks prior to the event. Reservations requested within two weeks are handled on a case by case basis. Some events may require a Special Event Permit available from City Hall (e.g. dances, fundraisers, religious or political events). **Note:** Special Event permitting takes 3-5 weeks to process. For more information, contact City of Bremerton Tax & License Office: 360-473-5311.

Time reserved includes set-up and clean-up time. Groups who use the facility on a regular basis (e.g. weekly or monthly) must reapply by December each year and pay a minimum of one month's fee to hold their reservation.

The person completing the rental contract must be at least 21 years of age and must be present during the event. The applicant must provide adequate supervision.

A minimum \$100.00 damage deposit may be required of any one-time rental group. The deposit will be refunded once the building has been inspected and the exit check list has been reviewed. The refund will take 10-14 days to process and will be mailed to the payee.

The total number of people using the rented space shall not exceed the capacity listed for the room. Adequate supervision and/or chaperones must be provided by the applicant. The Parks & Recreation Department may require additional staff, depending on the type and size of the event. Additional staff charges apply. If the use of the building exceeds the agreement, a surcharge will be assessed per each 30 minute overage.

The noise level in the facility and surrounding area shall be in compliance with BMC 6.32.110. Noise shall be monitored by the Building Attendant and/or City Police. Failure to comply immediately ends the rental. *(Basically, sound from audio equipment operated at a volume so as to be audible greater than 50 feet from the source is too loud.)*

All City of Bremerton ordinances and policies are enforced. **No Alcohol is allowed in buildings, parking lots, or park grounds. No smoking is allowed in the facilities.** Failure to comply could lead to immediate termination of the rental.

CLEAN-UP: The rental party is responsible for leaving the rooms as found.

The misuse of Bremerton Parks & Recreation facilities or non-conformance of rules and regulations justifies forfeiture of the deposit and denial of any future use. The Parks & Recreation Department is not responsible for any lost or stolen items or items left by the rental party.