



RECREATION HALL RENTAL APPLICATION

PO Box 725 * 4 NE Seventh Street * 360-678-4461 * Fax 360-678-3299

Name :	_____	
Organization:	_____	
Mailing Address:	_____	
Phone:	_____	
Date of Event:	_____	Time: _____
Purpose:	_____	

The rental charge is \$50.00 for the first 4 hours and \$15.00 for each additional hour to a maximum of \$100.00/day; plus \$50.00 for use of Kitchen

RECREATION HALL RULES AND REGULATIONS

Policy

The Recreation Hall is owned by the residents of Coupeville. It is the policy of the Town to, where possible, make the facility available to individuals, groups and organizations under use standards which are considered necessary to protect the interest of the Town, the privacy of its residents, and provide for maintenance of the facility.

Rules

1. The Recreation Hall may be used by permit only. If Amplified Sound will be used, please fill out and attach a copy of an *Amplified Sound Application*.
2. Alcoholic beverages will not be served or consumed in the Recreation Hall without the proper liquor license.
3. The Recreation Hall is located in close proximity to private residential and commercial property. Excessive noise which unreasonably interferes with the comfort and enjoyment of private property is prohibited. Amplified voice or music must be approved, in advance, and shall be kept at a level which does not violate the rights of others. The west door shall remain closed when amplified sound is provided.
4. The Recreation Hall may only be used from 8:00 AM to 1:00 AM.
5. The Recreation Hall must be cleaned, floors swept and mopped by the applicant after its use.
6. All trash must be removed and taken away from the facility (the dumpster located close to the Recreation Hall is private property and ***must not*** be used).
7. Folding chairs and tables are to be erected and stored. Lights are to be turned off, heat to be turned down to 60 degrees and doors locked.

8. The applicant may be required to provide evidence of liability insurance in the amount of \$1,000.000.
9. Any decorations must be removed. Please use no nails or paint-removing tape..
10. Keys shall be picked up during regular Town Hall office hours and returned promptly within 24 hours of the event. **Town Hall hours are Monday-Thursday, 8:00 AM – 4:30 PM.**
11. The Clerk-Treasurer will review all facility use permit applications and shall be responsible for determining if a police presence will be required. For events requiring the presence of a regular or reserve officer, the applicant will pay an additional \$20.00 per hour (or part thereof) for each officer.
12. It is unlawful to remove, destroy, mutilate or deface any structural component, accessory equipment, vegetation or any natural or man-made feature in the facility.
13. Penalties for specific violations of the Public Facilities Code of the Town of Coupeville are outlined in Section 6.20.050 of the Code

Reservations

In general, use of the Recreation Hall is provided on a first come - first served basis. The Recreation Hall may be reserved up to one year in advance.

Fees

1. There is a minimum fee of \$50.00 for the first four hours of use, or part thereof.
2. An additional fee of \$15.00 per hour, or part thereof, shall be charged after the first four hours, up to a maximum of \$100.00 per day; plus \$50.00 for use of Kitchen.

The applicant agrees to defend, indemnify, and hold the Town of Coupeville, its agents, employees and officials harmless from any and all claims, suits, demands, injuries, loss, damage and judgments, including the cost o their defense arising out of, occurring during, or the result of activities of the applicants, except for the sole negligence of the Town.

By signing this application, the applicant acknowledges that he/she has read the Rules and Regulations, and agrees to follow and be bound by the conditions therein.

NOTE: The Town of Coupeville reserves the right to deny or revoke an application/permit at any time for any cause.

Signed this _____ day of _____, 201__.

Signature _____

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 For Town of Coupeville personnel use only:

Charge: _____ Receipt #: _____ Check #: _____

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 Application Approved: _____ Application Denied: _____
 Clerk-Treasurer: _____ Date: _____

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 Update on Calendar and Copy to:
 Applicant Date: _____ By: _____
 Police Department Date: _____ By: _____
 Fire Department Date: _____ By: _____ **001.000.000.362.40.00.00**