

STATEMENT OF POLICY FOR USE OF CITY OF MILL CREEK INDOOR FACILITIES

1. PURPOSE:

The City of Mill Creek has three rooms that are available for use by the public. In order to be consistent in granting use of these rooms, identifying priority user groups, specifying deposit and fee schedules, and establishing administrative rules, the following policy applies.

2. USERS:

a. First Priority

(1) City-sponsored or co-sponsored activities/and or meetings shall have priority of use for rooms at all times.

b. Second Priority

(1) Activities sponsored by other governmental jurisdictions; such as the library, city or county agencies, or Everett Public Schools.

(2) Mill Creek 501(c)3 non-profit organizations, Mill Creek homeowner associations, educational, recreational, or community service activities or organizations (documentation may be required).

(3) Educational, recreational or community service activities offered by private schools within a five-mile radius of the City.

(4) Meetings of or by ad-hoc groups of Mill Creek residents for which no fee is charged for participation.

c. Third Priority

(1) Business meetings or functions sponsored by a private group or individual where no fee is charged for participation. This includes Non-Profits not based in Mill Creek.

(2) Activities for which a fee is charged for participation.

(3) Others not qualifying for first or second priority.

3. ROOM RESERVATIONS:

The City of Mill Creek designates the following facility areas as available to the public:

- Smaller Community Room Maximum Capacity 43
- Larger Community Room Maximum Capacity 120
- Council Chambers Maximum Capacity 74

To reserve a room, a reservation form, available at the front counter at City Hall, must be completed, signed and returned with the appropriate fee no later than one (1) week prior to the scheduled event. If two (2) reservations are received at the same time, for the same date, the priority ranking will prevail. No first time reservations will be made or accepted by telephone or fax. Applicants must be at least 21 years of age. Proof of age may be required.

First Priority users may schedule use of a room up to six (6) months prior to the event.-Second Priority users may schedule use of a room up to three (3) months in advance.

Third Priority users may schedule use of a room up to two (2) months in advance.

4. RENTAL FEES/DAMAGE DEPOSITS:

All Rental fees and/or damage deposits must be paid in full at the time the reservation form is

submitted to the City. Fees are listed below:

- a. **First priority** users pay no rental fee or damage deposit.
- b. **Second priority** users will be charged:

Rooms Rates	Daytime *	After Hours
Small Community Room	\$24.00 per hour	\$40.00 per hour
Large Community Room	\$36.00 per hour	\$56.00 per hour
Council Chambers	No Charge **	No Charge **

(*8:00 a.m. to 5:00 p.m. Monday through Friday)

**** Council Chambers not suitable for use with children.**

- Refundable damage/cleaning deposit of \$75.00 or
- Refundable damage/cleaning deposit of \$150.00 if group is serving food and/or beverages.

- c. **Third priority** users will be charged:

Rooms Rates	Daytime *	After Hours
Small Community Room	\$30.00 per hour	\$45.00 per hour
Large Community Room	\$50.00 per hour	\$70.00 per hour

(*8:00 a.m. to 5:00 p.m. Monday through Friday)

- Refundable damage/cleaning deposit of \$75.00; or
- Refundable damage/cleaning deposit of \$150.00 if group is serving food and/or beverages.

5. **LIABILITY INSURANCE:**

In most circumstances the City will require that all third priority groups obtain Tenant/User Program liability insurance, with a \$1 million per occurrence limit. Depending on the activities, first and second priority groups may be required to obtain tenant/user liability insurance. If you do not have liability insurance for your event, the City can assist you in making application for this coverage.

6. **ADMINISTRATIVE RULES:**

- a. Use/possession of alcoholic beverages and/or narcotics is prohibited in City facilities.
- b. Smoking is prohibited in and within twenty-five feet of City facilities.
- c. Persons who are loud, disorderly and/or abusive to other users of the facility, equipment, or the facility itself will be asked to leave.
- d. Users are responsible for bringing their own linen (unless previously arranged), coffee pots, dishes, utensils, and other equipment.
- e. Users are responsible for their own setup and cleanup, which includes wiping down and returning tables and chairs to their pre-event location, sweeping floors, cleaning spills, and removing trash. Reasonable cleaning supplies and trash receptacles will be provided. All setup and cleanup must be completed within the time designated of the rental.

- f. Animals and pets are not allowed (exceptions: service animals, or when scheduled for recreation/activity programs).
 - g. The City reserves the right to waive, reduce or increase rental fees, damage deposits, or liability insurance as determined necessary by the City Manager to carry out the purpose and intent of this policy and/or safeguard City personnel, property and facilities.
7. **OTHER PROVISIONS:**
- a. If you cancel your event, please notify City Hall as soon as possible so the room can be made available for another group.
 - b. The City reserves the sole right to deny requests for room use due to maintenance or security concerns, inappropriate use of City facilities, or other reasons as appropriate. For additional information about this policy, please contact the Recreation Supervisor at (425) 745-1891.
 - c. Disclaimer – Permission to use Mill Creek City Hall facilities does not constitute support for or an endorsement of any sort concerning the user or any affiliated group.

Originally passed by City Council 01/10/95
Revised by City Council 07/09/02 and 9/11/07