



# Rec Hall Rental Application

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

## REC HALL RULES AND REGULATIONS

### Policy

The Rec 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 for their use and enjoyment. The following rules are necessary to protect the interest of the Town, to be considerate of residents and businesses in the surrounding area, and to provide for maintenance of the facility. Following the rules allows the Town to keep the Rec Hall rental fee to a minimum.

### Rules

1. The Rec Hall may be used by reservation only. Reservations may be made on a first-come first-serve basis up to a year in advance. The Rec Hall may be reserved from 8:00 am to 1:00 am. **Your reservation is not guaranteed until your application AND rental fee has been submitted. The public parking lot next to the Rec Hall is not included in your reservation and you do not have the authority to block off any portion of the lot for your event.**
2. Alcoholic beverages may be consumed in the Rec Hall with the proper liquor license. Check with the Liquor Control Board for rules and requirements. [www.lcb.wa.gov](http://www.lcb.wa.gov).
3. If amplified sound will be used, please fill out and attach a copy of an *Amplified Sound Application*. The Rec 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 and north windows shall remain closed when amplified sound is used.  
**Amplified sound must end at 10:00 pm Sun-Thur and 11:00 pm on Friday and Saturday.**
4. The Rec Hall must be cleaned: floors swept and mopped, restrooms cleaned, and belongings removed, by the applicant after its use. All decorations must be removed. Please don't use nails or paint-removing tape.
5. **All trash must be removed and taken away from the facility.** Do not dispose of your trash in cans and dumpsters in the Rec Hall parking lot or around town. These are private trash receptacles.
6. All chairs and tables are to be folded and stored, lights should be turned off and doors locked before you leave. Folding chairs and tables are for indoor use only and not allowed outside of the Rec Hall.
7. 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.**
8. 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.
9. Penalties for specific violations of the Public Facilities Code of the Town of Coupeville are outlined in Section 12.08 of the Code



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### 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.
3. There is a \$50 fee for use of the kitchen in the Rec Hall.

The kitchen-use fee is collected to offset the utility and appliance maintenance costs associated with use of the kitchen, including: the warmer, the oven, the fridge, the freezer, and the sinks for clean-up. If there is no use of any of the aforementioned appliances, no food preparation (raw or cooked) takes place on site, *and all of the dishes will be cleaned off-site*, we don't collect the fee.

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 of 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: \_\_\_\_\_

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Update on calendar and copy to applicant.

Date: \_\_\_\_\_ By: \_\_\_\_\_

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