

City of Poulsbo

Parks and Recreation Dept.

Physical: 19540 Front St., Mailing: 200 N.E. Moe St., Poulsbo, WA 98370

(360) 779-9898

Fax (360) 779-5917



Facility Use Application /Agreement

Date of Event: _____ Expected # of people: _____

Time of Event (Includes Set-up and Clean-up) From: _____ To: _____

Room requested/ maximum room capacity:

_____ Kitchen/Classroom	Max: 25	Rates:	\$10 per hour/ \$25 per hour Sat. After-Hours
_____ Auditorium	Max: 40-80		\$25 per hour/ \$40 per hour Sat. After-Hours
_____ Kitchen AND Auditorium at same time			\$50 per hour, Sat. After-Hours

Applicant: _____ Contact Person: _____

Mailing Address: _____ Phone: _____

Email: _____

Description of event/activity: _____

Will food/beverages be served? _____

(Food and beverages are not allowed in the auditorium.)

ACKNOWLEDGEMENT

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo, employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option.

I acknowledge that I have reviewed all information on this form including the Facility Use Rules and Conditions. I agree to abide by the conditions of use as outlined and to exercise the utmost care in the use of the premises and property.

Signature of applicant

Date

Received by: _____

Date: _____

Fee Paid: _____ On Calendar: _____ Copy to Customer: _____

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FACILITY USE RULES AND CONDITIONS

1. A completed facility application is required before the facility may be scheduled. Fee must be paid at time of application.
2. Any group or individuals using the facilities accept responsibility for any damage done to City property and shall reimburse City for any such damages.
3. The group or individuals agree to clean the facilities and restore the facility to its original arrangement.
4. Individuals making application to use the Community Room must be adults. If application is for juvenile use, adequate adult supervision must be provided at all times during the function. **ADULTS MUST SIGN IN THEIR CHILDREN AND SIGN A WAIVER.**
5. Only the following equipment may be used in the auditorium: Little Tykes climber, folding mats, Trapezoid, rocking seesaw/stairs, basketball hoops, balls, hippity hops, and foam wedge. **No other equipment may be used to due safety concerns.** The sound system may be used with prior permission. All equipment must be returned to its original location. Individuals may bring their own toys and games with permission.
6. Only the following equipment may be used in the preschool room: tables, chairs, white board. **Please do not use toys, equipment or computer.**
7. Alcoholic beverages are not allowed on the premises.
8. No one is allowed to affix anything to the ceiling or walls. Any organization destroying City properties will be held responsible for costs of repairs or replacement.
9. No smoking is allowed in the facility.
10. In compliance with the City fire code and the Fire Marshal, the use of candles and/or any other type of open flames are strictly forbidden unless approved by the facilities coordinator and/or Fire Marshal.
11. Facility users must supply their own silver, dishes, towels, glasses, coffeepots and other supplies for use in the kitchen.
12. The City reserves the right to immediately terminate this agreement, and the applicant agrees to immediately vacate the premises upon notice of termination by authorized City personnel, upon any of the grounds set forth below.
 - a. Physical damage to City property caused by an attendee, whether invited or not; or
 - b. Violation of any law, ordinance or regulation of the State of Washington, County or City by any attendee, invited or not.