

NSC Building Use Policies

The Northshore Senior Center (NSC) welcomes your interest in renting our facility. We encourage you to ask questions about your rental contract, tour the facility before the date of your rental, and above all to enjoy our lovely facilities. NSC is our home and we ask that you abide by these Building Use Policies. For rental information, please call Zorna Hosea at 425-286-1076, or email NSCRental@seniorservices.org.

Reservations: Reservations may be made a maximum of twelve (12) months prior to the desired date, and will be accepted at the discretion of the Center staff. Reservations will be accepted by written application only; no phone reservations will be accepted.

Time reserved: Reservations **must include** time needed for set-up, decoration, deliveries, preparation, and clean-up. Parties arranging for building use are responsible for their own set-up and clean-up. No refunds will be given for vacating the facility prior to the contracted time. If the facility is not vacated by the contracted time, additional charges will apply at the discretion of the Center staff. The Center is available for use from 4:30 pm to Midnight Monday through Friday; 8:00 am to Midnight on Saturday; and 1:00 pm to Midnight on Sunday. Renters must have everything cleaned up and be off the premises by Midnight. (Senior and ongoing activities take precedence.)

Cancellations: We do understand that many things can happen as you plan for your special event, and some cancellations will occur. In the event of a cancellation made less than 30 days prior to the contracted date, rental fees already paid will be refunded less a \$50.00 late cancellation fee and the \$300 damage deposit will be forfeited.

Deposits: Renting NSC facilities requires a deposit of \$300 Damage Deposit for events not serving alcohol and a \$700.00 Damage Deposit for events serving alcohol. \$300 of the deposit is due as soon possible to ensure reservation of the desired date and time. The remaining \$400 damage deposit for those events serving alcohol and the facility rental fees must be paid in full at least 45 days prior to the event. The Damage deposit checks are cashed on receipt at the time of booking. The Damage Deposit will be returned via mail four weeks after the date of the rental unless other arrangements are made. Deductions from the refund may be made for damage to the facility or Center equipment, improper cleaning of the facility, failure to comply with noise ordinances, or use of the facility outside of the contracted hours.

Facility Monitor: A facility monitor will welcome you at your scheduled start time and will be in the building during your scheduled rental. This staff person is available to answer your questions about the building and will help you locate any needed items. The hourly rental fee includes a charge for this service. Applicants should check in with the Facility Monitor Attendant as soon as possible upon entering the facility, and should make themselves available to check in with the Facility Monitor Attendant periodically throughout the time of rental. Before vacating the facility, applicants must again check in with the Facility Monitor Attendant and sign off on the Facility Checklist. Cooperation with the Attendant is expected of all persons and organizations using the Center.

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Set-up/Clean-Up: Our rule of thumb is that the facility must look the same when you leave as it did when you arrived. As necessary, this may include removing all decorations, returning the furniture to its original position (stacking of chairs, collapse tables, etc.), emptying garbage cans into our on-site dumpster, we ask that you recycle bottles and cans and that they be deposited in the proper receptacle, picking up garbage left on the outdoor patio, and wiping down the dining room tables.

Decorations: Applicants must bring their own decorations. No thumb tacks, nails, cellophane tape or other articles that will mar the property are to be used. Any candles must have adequate protection against fire and dripping. Applicants are expected to remove all decorations prior to vacating the facility.

Equipment: Any equipment brought in by the applicant/renter must first be approved by the Center staff. With the exception of tables and chairs, any additional Center equipment requested by renter must be approved by the Center staff prior to the event.

Kitchen: Dishes and other utensils can be used only with Center staff approval. Kitchen should be left clean, wipe off all counters, appliances, clean floor, sinks, and turn off equipment.

Liquor: A Washington State Banquet Permit must be obtained and submitted at least 30 days prior to your event. Beer kegs are permitted in the kitchen only. No alcoholic beverages are permitted outside the building.

Alcohol service must stop at least one (1) hour before the designated end of your rental time.

Remember that you are responsible for the conduct and behavior of your guests and for anyone leaving the function under the influence of alcohol. You are responsible for knowledge of Washington State Liquor Laws as they pertain to your event. Please make sure your guests drink responsibly. Underage drinking is strictly prohibited. Serving alcohol without proper approval, outside the defined conditions, and/or in violation of any of the above rules or requirements, may result in a citation by Police, immediate shut down of your event, forfeiture of the damage deposit, and/or additional fees.

For your protection, you may wish to obtain Public Liability Insurance while on Center property to indemnify against loss resulting from bodily injury and/or property damage. Your personal insurance agency can assist you.

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PROHIBITIONS:

SMOKING IS NOT PERMITTED ANYWHERE IN THE SENIOR CENTER BUILDING OR WITHIN 25 FEET OF ANY DOOR, WINDOW OR PASSAGE WAY. (RCW 70.160, the Washington Clear Indoor Air Act.)

Sparkles, rice, birdseed, and DANCE WAX are not permitted inside or outside the building.

Code of conduct: Only areas specifically stipulated in the contract shall be used for any event. Smoking, improper language, or disruptive conduct within the Center are not permitted. Parties arranging for building use are responsible for damage to the property and equipment of the Center. Upon vacating the facility, parties are responsible for ensuring that guests leave the grounds and premises of the Center promptly.

Noise: The City of Bothell requires that noise be kept to a minimum after 10:00 pm on weekdays and 11:00 pm on weekends. Your party is no exception. After these hours, events may not have amplified music or overly loud conversation (this is particularly an issue in the outdoor areas of the Center). Outside doors in the Multi Purpose Room must be closed when music is being played. Failure to comply with these noise ordinances or the instructions of a Building Attendant may result in termination of music by the Building Attendant, calling of the Bothell Police Department, or termination of the event before the contracted hours with no refund of any kind.

Teen events: For events geared especially toward teenagers, we require that you take special care in following these Building Use Policies. The ratio of chaperones to teen guests is recommended to be 1:5, and we require that it be at least 1:10. Applicants should take special precautions to screen out uninvited guests. Applicants are required to ensure that guests have transportation out of the area at the end of the event. We remind you that you may be financially and legally liable for the behavior and well-being of everyone you admit to your event.

Leaving Facility: To insure the return of your damage deposit, make sure you simply leave the room(s) in the same condition that you found them, clean and useable for the next guest. Make sure you follow the "Clean-Up" list and the have the building monitor check the facility before you depart. He/she will point out any problem areas at that time. You will be asked to sign the "Facility Checklist."

Any cleaning and/or repairs that require NSC Center staff attention will be charged at \$25 per hour and will be deducted from your deposit. Any replacement/repair above the damage deposit will be billed to the renter.

Any time used exceeding the time reserved will be deducted from the damage deposit.

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NSC is located in a senior residential neighborhood, and we depend upon the goodwill of our neighbors. We are a community-based non-profit agency, not a commercial rental center. If you believe that you or your guests will have trouble abiding by these Building Use Policies, then we respectfully suggest that your needs may be better met elsewhere.

NOTE: The Northshore Senior Center reserves the right to change or cancel any part of a use agreement and related schedule facility. NSC shall have no liability for loss or additional expenses or inconveniences caused by weather or for any other reason. NSC is not responsible for personal property.

I acknowledge that I have read and understand these Building Use Policies. I understand that I may be financially and legally responsible for the behavior and well-being of myself, my event, and my guests.

Name: _____ Phone number: _____

Signature: _____ Date: _____