



610 Yakima Ave. - Moses Lake, WA 98837 - 764-3705

## Larson Recreation Center Rental Application and Process

The Larson Recreation Center facility may be made available for use by organizations or individuals conducting public educational, research, cultural, civic, birthday parties, or community activities as limited by this policy, provided that these activities do not interfere with the use priorities of the Parks, Recreation and Cultural Service Department.

This information packet will assist you in your application process and obtaining required authorization for your Larson Recreation Center rental. It is your responsibility to read this packet in its entirety to ensure you understand the rules and necessary requirements for holding a rental on property owned by the City of Moses Lake. The Parks, Recreation and Cultural Services Department will review all requests and make a decision to permit the rental based on the following considerations:

- Complete applications submitted no earlier than dates listed below:
  - Rental date(s) between October – February *no earlier than September 15*
  - Rental date(s) between March – May *no earlier than February 15*
  - Rental date(s) between June – September *no earlier than May 15*
- No rentals on holidays
- Impact on other activities happening (*other rentals,*) on the date(s) requested
- Availability of City personnel and resources

**Scheduling:** priority is given to Moses Lake Parks, Recreation and Cultural Services programs and activities, and to others on a first-come, first-served basis.

**Processing Fee:** The City requires a \$50.00 non-refundable processing fee due with application.

**Expedited Fee:** For all requests made within ten (10) business days prior to the rental will have an additional \$25 fee.

### Rules and Regulations

- All rental payments are due to the City at least ten (10) business days prior to the rental.
- Use of tobacco or illegal drugs is strictly prohibited in all City facilities.
- Applicants cannot discriminate as to access into the Larson Recreation Center and the rental.
- The Parks, Recreation and Cultural Services Director or their designee have the right to terminate an agreement immediately and without notice upon the discovery of violation of any term, condition, or provision of this policy.
- Agreements will be terminated immediately, if, in the judgment of the Parks, Recreation and Cultural Services Director or their designee, present imminent danger exists or unlawful activity is practiced by the sponsoring organization or individual.
- The City nor its agents accept responsibility for the goals or beliefs of any sponsoring organization or individual. Authorization for use of City facilities shall not be considered as an endorsement or approval of any organization or individual nor the purposes they represent.
- NO decorations are allowed on the walls.

## Rules and Regulations, *Continued*

- The City does not provide IT/Technical support for rentals. Applicants must provide their own technical support and equipment, other than the equipment listed with each room.
- In the event of damage or loss of City property, the applicant must accept the City’s estimate of replacement/repair and pay all costs associated therein within thirty (30) days. The City is not responsible for property lost by individuals or groups using City facilities.
- Users shall also be responsible for all collection, attorney, insurance, or any other fees associated with the collection of payment in regard to use of City facilities, equipment, or staff.
- The Washington state Smoking in Public Places law, enacted in 2005, prohibits smoking in “public places.” This includes e-cigarettes and vaping (regardless of tobacco content).

## Rooms, Capacity, Size, Rate & Amenities (Non-Profit)

Room Name	Max Capacity	Size	Rate	Amenities
Sage	40	600 sq ft	\$40 per hour	TBD
Cascade	79	1185 sq ft	\$62 per hour	TBD
Lake	57	850 sq ft	\$50 per hour	TBD
Cascade/Lake Full	136	2035 sq ft	\$75 per hour	64 chairs, 8 round tables
Gym (Rentals Only)	501	7428 sq ft	\$150 per hour	TBD
Concessions/Kitchen		555 sq ft	\$35 per hour	TBD
Damage Deposit			\$125 (Refundable)	TBD
Damage Deposit for Rentals with Alcohol			\$500 (Refundable)	TBD

## Rooms, Capacity, Size, Rate & Amenities

Room Name	Max Capacity	Size	Rate	Amenities
Sage	40	600 sq ft	\$60 per hour	TBD
Cascade	79	1185 sq ft	\$94.80 per hour	TBD
Lake	57	850 sq ft	\$76.50 per hour	TBD
Cascade/Lake Full	136	2035 sq ft	\$122.10 per hour	64 chairs, 8 round tables
Gym (Rentals Only)	501	7428 sq ft	\$297.12 per hour	TBD
Concessions/Kitchen		555 sq ft	\$49.95 per hour	TBD
Damage Deposit			\$200 (Refundable)	TBD
Damage Deposit for Rentals with Alcohol			\$500 (Refundable)	TBD

## Application Process

If you would like to apply to rent the Sage Room, Cascade Room or Lake Room at the Larson Recreation Center, you will need to submit a completed *Facility Rental Application* to the Moses Lake Parks, Recreation and Cultural Services Department by the submittal dates listed above. Applications submitted less than (10) ten days prior to the rental may be denied or subject to additional review fees. There will be an additional sales tax on all rates above.

Applications may be submitted to the Larson Recreation Center during business hours, by mail, or by email to [info@cityofml.com](mailto:info@cityofml.com). Questions can be directed to [info@cityofml.com](mailto:info@cityofml.com) or 509-764-3805.

## Application Process, *Continued*

### **The application must be accompanied by:**

- The \$50.00 non-refundable application processing fee
- Additional documentation may be required as outlined in the “Additional Requirements” section depending on the components of your rental
- *Proof of liability insurance must be submitted to ML Parks, Recreation and Cultural Services Department with this application. Insurance coverage must be in the amount of at least two million dollars (\$2,000,000) (combined single limits per occurrence), two million dollars (\$2,000,000) aggregate naming the City of Moses Lake as additional insured is required for. **Proof must include BOTH a Certificate of Insurance document and an Additional Insured Endorsement document specifically listing the City of Moses Lake as additional insured for the rental.***

Please type or print information on application clearly and attach additional sheets as necessary. If we are unable to reach you because your contact information is illegible, we will not be able to approve your rental. The Parks, Recreation and Cultural Services Department shall approve or disapprove a permit application and establish the conditions for an approved application.

The City will approve and determine the need for any reimbursement or payment necessary to cover costs incurred by the City for staffing, equipment, or special services not normally provided by the City, as well as the need for any bond, damage deposit, or additional liability insurance arising from any potential hazards associated with the conduct of the rental. Any such fees, bond, damage deposit, or additional liability insurance shall be provided by the applicant prior to the issuance of the permit. If additional unanticipated costs are incurred by the City resulting from the rental, the applicant shall reimburse the City for such costs within thirty (30) days. If the Department Director approves your rental as set forth in your initial submission packet, approval will be contingent upon receiving valid proof of insurance as stated above. If valid proof of insurance, **as outlined**, is not received your rental cannot be held on City property.

Please be advised it is not the responsibility of City staff to follow up with you to ensure you submit proof of insurance in a timely manner. If proof is not received, **as outlined**, it is required by the City Attorney and the Department Director to deny your rental, even if you have advertised the rental to the public. Any and all costs associated with the cancellation of the rental will be the sole responsibility of applicant and/or rental sponsor.

Submittal of this application in no way constitutes the City of Moses Lake’s approval of the rental. Permits are issued at the discretion of the Moses Lake Parks, Recreation and Cultural Services Director upon thorough application review. The City of Moses Lake reserves the right to reject any Larson Recreation Center Rental Application for any reason. Please be advised that any misrepresentation in the application or deviation from the final agreed upon rental and operation described herein may result in the immediate revocation of the permit.

Applications for Rentals at the Larson Recreation Center facility do not become effective until after the Department Director, or their designee, approves the agreement. No publicity shall be released until a signed copy of the agreement is returned to the sponsoring organization or individual. Publicity for all non-City sponsored rentals must include the name of the sponsoring organization or individual. This publicity must not be structured so as to imply City of Moses Lake sponsorship.

## Additional Requirements

Any additions, such as listed below, must be approved by the Department Director or their designee in advance. A Larson Recreation Center Rental Permit does not negate the additional requirements of obtaining the proper Health, Alcohol, and/or Vendor permits for a rental. You will be responsible to contact the relevant agencies for other specific permits and/or licenses as listed below, if first approved by Department Director.

### **Alcohol**

Alcohol is prohibited in the Moses Lake Larson Recreation Center unless approved by the Department Director, and a

## Additional Requirements, *Continued*

valid banquet permit has been issued. Applicant(s) must apply for and be granted a banquet permit to serve alcohol at a rental on public property. Washington State Liquor and Cannabis Board (*WSLCB*) has authority over issuance of banquet permits. See: <https://lcb.wa.gov/licensing/banquet-permits> . All necessary documents must then be submitted to the Parks, Recreation and Cultural Services Department with this application. The documents can be mailed to Parks, Recreation and Cultural Services, PO Box 1579, Moses Lake, WA 98837, emailed to [info@cityofml.com](mailto:info@cityofml.com), or they can be delivered by hand to the Parks, Recreation and Cultural Services office located at 601 Yakima St., Moses Lake, Washington.

### **Food/ Caterer**

Required permits must be obtained and displayed for food preparation, handling and distribution. If a rental is being catered by a food establishment, the food establishment is responsible for obtaining a food permit for the rental. If you or your organization is providing food, you will need to contact the Grant County Health District at (509) 754-6060 to find out what, if any, type of food permit is required for your rental. See *Selling of Goods or Services/Vendors* below if food or merchandise will be sold at the rental.

### **Selling of Goods or Services/Vendors**

Any time a vendor or individual will be accepting money for merchandise or services, the applicant will need to notify the Parks, Recreation and Cultural Services Department and submit a Concessionaire Agreement Food/Beverage/Merchandise. The Concessionaire Agreement Food/Beverage/Merchandise should accompany the Rental Application. The Concessionaire Agreement Food/Beverage/Merchandise can also be emailed to [info@cityofml.com](mailto:info@cityofml.com), or delivered by hand to the Parks, Recreation and Cultural Services office, located at 610 Yakima Ave. A percentage of all gross commercial sales (food, beverages, admission fees, souvenirs, goods and services) on City of Moses Lake property must be remitted to the Parks, Recreation and Cultural Services office within 10 days following the rental. Non-profit organizations must submit proof of 501(c)(3) or (c)(6) tax-exempt status from the Internal Revenue Service. A Concessionaire Agreement must be signed prior to the rental. Applicants such as booster clubs or other like organizations renting the Concessions/Kitchen for rentals are subject to the Concession/Kitchen Rental Rates for the LRC.

Applicant will be required to obtain any required city, county, or state permits and to meet and abide by any local and state regulations and laws. All related costs associated with the above will be covered by the user.

Applicant is required to clean up the area of use at the end of the reservation period. Failure to clean up may result in the applicant being charged for the City's staff time at overtime rates for any additional cleanup performed by the City.

Applicant shall be responsible for damage and/or loss of City property and will be charged the entire cost of repair or replacement, including any labor expenses.

City furniture or equipment shall not be moved from rooms or buildings to which they belong except by authorized City personnel, and such removal shall be previously arranged.

## Grounds for Rental Permit Denial

Reasons for denying a permit include, but are not limited to:

- ◆ City scheduling conflicts.
- ◆ Insufficient notice.
- ◆ Lack of proof of adequate insurance in the timeline specified.
- ◆ Incomplete and/or inadequate information on application.

## Larson Recreation Center Rental Insurance

### ***\*PLEASE GIVE THIS LIST OF INSURANCE REQUIREMENTS AND THE INSURANCE DOCUMENT SAMPLES TO YOUR INSURANCE AGENT***

The Applicant shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the facilities and the activities of the Applicant and his or her guests, representatives, volunteers, and employees.

Applicant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Applicant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

As required by the Department Director, the applicant/permittee shall provide the City with proof of insurance as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The City shall be named as an additional insured on Applicant's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Applicant shall be the sole named insured, other than the City as an additional named insured.

The insurance policy shall contain, or be endorsed to contain that the Applicant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Applicant's insurance and shall not contribute with it.

If the Applicant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Applicant, irrespective of whether such limits maintained by the Applicant are greater than those required by this contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Applicant.

The Applicant shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII and is licensed to do business in the State of Washington.

If food or nonalcoholic beverages are sold or served at the rental, the policy must also include an endorsement for product liability. If alcoholic beverages are sold or served at the rental, Applicant shall procure and maintain for the duration of the agreement Liquor Liability insurance in the amount of \$1,000,000 each occurrence. The City is to be named as an additional insured on Liquor Liability insurance. Host liquor liability coverage may be substituted when alcohol is consumed and not sold on premises with the prior written approval of the City.

If the rental involves athletic or other types of active participants, the General Liability insurance shall include coverage for participant liability with limits of not less than \$2,000,000 per occurrence. If vehicles are used for other than nominal and standard commute purposes, a policy of business automobile liability, on an insurance industry standard form or equivalent including coverage for owned, non-owned, leased or

### Larson Recreation Center Rental Insurance Requirements, *Continued*

hired vehicles, or equivalent coverage. This is required in the rental any vehicle will be used on City property, including set up and take down of the rental. The Department Director or the City's Risk Manager may require additional endorsements or higher limits depending upon the proposed activity.

If your rental includes other participatory organizations, entities, or persons who are not covered under your insurance policies, those other participatory organizations, entities, and persons must provide proof of their own insurance in the same types, amounts, and coverages as set forth above.

Certificates of insurance shall be submitted to the City for approval directly from the insuring agency via postal mail, fax, or email. All policies shall be written for a period not less than twenty-four (24) hours prior to the rental and extending for a period not less than twenty-four (24) hours following the completion of the rental, and shall contain a provision prohibiting cancellation of the policy except upon thirty (30) days written notice to the City. Acceptability of Insurance, including coverage types and limits, is subject to approval by the City's Risk Administrator.

The above-noted insurance documents must be submitted to the Parks, Recreation and Cultural Services Office by the insuring agency **with this Rental Application and prior to your rental**. A COPY OF THESE INSURANCE REQUIREMENTS IS INCLUDED AS A SEPARATE PAGE AT THE END OF THIS PACKET; PLEASE PROVIDE YOUR INSURANCE AGENT WITH THAT COPY TO ENSURE YOU ARE FURNISHING THE NECESSARY INSURANCE COVERAGE. **FAILURE TO FURNISH THE REQUIRED INSURANCE WILL RESULT IN REJECTION OF YOUR APPLICATION AND TERMINATION OF YOUR RENTAL.**



PARKS, RECREATION & CULTURAL SERVICES

# Larson Recreation Center

## Facility Rental Application

610 Yakima Ave.

509-764-3805

### Applicant Information (please print legibly)

Applicant/Authorized Contact Name: \_\_\_\_\_

Non-Profit Agency and Name: Yes/No \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

### Event Details (leave no blanks)

Date(s) of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will Event be open to the public? \_\_\_\_\_

Will admission/entrance fee be charged? \_\_\_\_\_

Total rental hours (including setup, dismantling and cleanup):

Time setup begins: \_\_\_\_\_ Time Event begins: \_\_\_\_\_

Time Event ends: \_\_\_\_\_ Time cleanup ends: \_\_\_\_\_

Expected number of attendees/participants: \_\_\_\_\_

The following aspects of your Event may require special permits, licenses, or insurance in addition to this Application. It is the City's expectation that Applicant will acquire and timely submit all requested documentation before the specified deadlines. For more information, please refer to the City's "Facility Rental Application and Process" located on our website ([www.mlrec.com](http://www.mlrec.com)) or available on request from City staff.

Room(s) Requested:

Sage  Cascade  Lake  Cascade/Lake Full  Gym

Concessions/Kitchen

Will items be offered for sale? No If Yes (business license may be required)

Will Event involve alcohol? No

If yes: Will alcohol be:  served at no charge (banquet license required; must be displayed during Event)

OR

available for purchase (special occasion permit; must be displayed during Event)

Will Event involve food? No

If yes:

Is the Event being professionally catered? (caterer must be licensed/permitted)

Is food being prepared or served on-site Applicant or non-professional group? (temporary food service permit required)

Is the rented facility's kitchen to be used for holding/heating/cooling? (permit, licenses and an additional fee, may be required)

Applicant has obtained or will obtain prior to Event all required permits, licenses and enhanced insurance coverage checked above. This provision specifically includes all licenses and permits that may be required by other agencies. Initial \_\_\_\_\_

<p>Parks, Recreation &amp; Cultural Services Dep. LRC Facility Rental Agreement</p> <p>APPLICANT SIGNATURE</p> <p>_____</p> <p>Date Signed: _____</p>	<p>This box is for City use only.</p> <p>Application review on (date): _____</p> <p>Application approval on (date): _____</p> <p>Insurance requirements complete: _____</p> <p>Amount paid with application: \$ _____</p> <p>_____</p> <p>Signature of Authorized City Official/Designee</p>
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