

## Northwest Stream Center Facilities Rental Policy 2019

Please read and sign below. If you have any questions, please inquire with the Northwest Stream Center Host at (425-316-8592). Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

### General Information

1. Facilities may be rented between the hours of 8:00 a.m. to 9:00 p.m. seven days a week. The time of use on the Facility License agreement is the only time the user group is authorized to be in the facility. All hours must run consecutively. Setup and cleanup shall be done within the hours rented.
  - a. No early admittance or next day cleanup will be allowed unless first agreed upon.
  - b. Refunds will not be given for time not used. Renters will be charged on a reduction in their refund at the rate of the established hourly rate if the user group accesses a facility earlier than or remains later than the time represented on the Facility License Agreement.
  - c. If applicable, the hourly Event Host fee (\$20/hr) will also be charged and increased to \$22.50 for events over 8 hours and beyond the contracted time. Damage deposit will be forfeited in its entirety if renter fails to vacate facility in pre-event condition prior to the start of another event.
2. Reservations are accepted one year in advance. Applicants must be at least 18 years of age. Proof of age will be required. Reservations shall be initiated with a **non-refundable down-payment** of two-hours at the specified room rate per days of rental. (i.e. Chinook Room Rental=\$75.00 per hour. 2 day rental request. Rental Fee=\$300.00). A \$250.00 **refundable damage/cleaning deposit** must be made at time of reservation as well.
3. General Liability Insurance is required throughout the duration of the event agreement. The minimum coverage is \$1,000,000 for each occurrence and \$1,000,000 general aggregate. Insurance may be obtained by purchasing it through the County Parks Department, or by providing a certificate of general liability insurance from your insurance provider. County rates are based upon the level of risk. Certificates require an endorsement listing "Adopt-A-Stream Foundation and Snohomish County officers, elected officials, agents and employees as additional insured." All certificates must be approved by the Snohomish County Risk Management office. Certificate of Insurance outlining required coverage must be provided and approved prior to event. Provision of Certificate of Insurance is not applicable during normal working hours (Monday-Friday; 8am-5pm) or for Members of the Adopt-A-Stream Foundation.
4. Groups are responsible for their own setup and cleanup. Users are responsible for bringing their own linen (unless previously arranged), coffeepots, dishes, utensils, decor and other equipment This shall include all items set forth in this policy and the Rental Facilities Checklist, which includes wiping down and returning tables and chairs to their pre-event location, sweeping and vacuuming floors, cleaning spills and **removing ALL trash**. The Northwest Stream Center Facility will provide cleaning supplies. All setup and cleanup must be completed within the time estimated in the License. To save time, appoint and notify breakdown and cleaning crews in advance.
5. Adopt a Stream is not responsible for any charges related to cleaning of sidewalks or outside walkways due to the renters hiring of a 3rd party to clean them. Also, Adopt A Stream cannot be held liable for any injuries that happen due to this cleaning. Renter will be liable for any damage to property or buildings due to this cleaning.

6. All rooms will be inspected by the Northwest Stream Center Event Host after use to check for cleanliness, damage or loss of equipment. Renter will be responsible for all damages, loss of equipment and lack of cleanliness.
7. Food is allowed in the carpeted areas, however, the renter will be responsible for having the carpets professionally cleaned if necessary or AASF will have carpets cleaned using funds from “Damage Deposit”.
8. It is requested that late night departures be as quiet as possible as the facility is located near residential areas.
9. In addition to rented room(s) guest have access to the patio and restrooms. Since the Northwest Stream Center is located in McCollum Park, all park facilities, including ball fields, walking trails and play structures are off-limits **after dusk**.
10. Alcohol: Renters shall neither be in possession or, nor serve, or permit others to be in possession of, nor serve, alcohol while renting the facilities, **UNLESS** arrangements have been made in advance and are up to code.
11. No scotch tape, duct tape or anything that penetrates the walls or floors (e.g. nails tacks or staples), should be used in the facilities. Low-tack masking tape or a reusable putty like Ross Tac n Stik or museum putty may be used for decorating purposes on non-painted surfaces, and must be completely removed at the end of the rental.
12. Performances or music conduct and performance content, whether live or recorded, must be in compliance with Park Codes 22.16.100 and 22.16.110. Volume shall be monitored and you may be required to turn down the volume. Music and amplified sound must not be audible outside the room and building after 8:30 p.m.
13. Theatrical equipment or conditions which create a hazard, block exits, or false alarm activation are not allowed inside or on the patio, including smoke machines, pyrotechnics, candles, etc.
14. Smoking, and open flames are not allowed inside. No smoking within 25 feet of doors or windows.
15. Throwing of any materials (including but not limited to rice, bird seed, confetti and glitter) are not permitted inside the building or on the grounds.
16. No sitting or standing on tables. Tables must be picked up and moved. Please do not drag tables or chairs, as they will damage floor surfaces.
17. Catering is permitted within the Facilities and is the sole responsibility of the user.
18. All items used on the patio are to be free standing. Mobile catering equipment (i.e., latte carts, barbecues, etc.) and their locations need prior approval from the Event Host.
19. Electrical outlets for your use in the rooms and patio are 110V.
20. The Adopt-A-Stream Foundation has the right to cancel this reservation/use at any time due to emergency situations, i.e. electrical failure, fire, flooding, etc.

21. The Auditorium Balcony is off limits, unless prior arrangements for its use are made.

**The following equipment is available (fees may apply, see [Visitors Building Rental Costs](#)):**

- Chinook Room Auditorium: 90 stackable chairs, 4 small folding tables and 8 large folding tables, 110v outlets, Television/VCR, 16x16 sq ft. projection screen, high-resolution projector, DVD/VCR and deluxe sound system / wireless microphone.
- Coho Conference Room: White Board, projection screen.
- Verizon Resource Library: Conference Tables and 10 Chairs.
- Kitchen: Stove/Oven, Refrigerator, Microwave, Dishwasher and Small Double Sink.

**Renter's Equipment Responsibilities**

1. Bring your own linens, coffeepots, dishes, utensils, décor and equipment.
2. Remove all personal property by contracted time.
3. Remove all garbage from rooms, patio, kitchen, restrooms and plaza and put in dumpster.
  - a. Please separate recycling and garbage into specified receptacles.
4. Wipe down and replace tables and chairs in the specified storage closet.
5. Clean Kitchen and tidy restrooms.
6. Turn off all audio/visual equipment. (User is responsible for repair of equipment damaged during use, including replacement bulbs.)
7. Full check of rented space to ensure pre-event conditions.
8. Check out with the Event Host.

**Making Reservations**

1. Reservations are accepted one year in advance.
2. Unless otherwise agreed, reservations shall be initiated with a **non-refundable down-payment** of two-hours at the specified room rate per days of rental. (i.e. Chinook Room Rental=\$75.00 per hour. 2 day rental request. Rental Fee=\$300.00)
3. The remaining balance, plus a **refundable damage/cleaning deposit** via Visa or Master Card of \$250.00 will be due upon signing of the NWSC Visitor Building Rental Agreement. Equipment rental fees are also due upon signing of the NWSC Visitor Building Rental Agreement.
4. Liability Insurance, as outlined above, will be required at the time contract is signed.
5. Applicants must be at least 18 years of age. Proof of age will be required.

**What If You Have To Cancel Your Reservation?**

A refund of fees (minus non-refundable down-payment) and cleaning/damage deposit, if applicable, will be authorized only when the User Group provides a letter, to the Adopt-A-Stream Foundation Administration Office, requesting a refund. Written notice must be received at least fourteen days prior to the rental.

**How Do You Get A Refund Of The Damage Deposit?**

1. A cash or check damage/cleaning deposit is refundable if there is no damage or loss of property and all personal property is removed by the agreed upon contracted time. **The facility must be in pre-event condition following the basic cleaning.**
2. Damage, spills, and/or stains to the flooring will be deducted from the damage deposit at a rate of \$35.00 per hour plus materials. Cost incurred by the Adopt-A-Stream Foundation to repair damages to any part of the facility including outdoor patio caused by the renter or their guests' actions or failure to adequately care for the room will also be deducted from the damage deposit.
3. To receive a refund of the damage deposit the User Group must have met all of the requirements as outlined in the policy and returned any facility keys or equipment to the Adopt-A-Stream Administrative Office. Refunds take approximately 2 weeks to return. Refunds will not be given for hours not used.

### **Keys**

1. Renter agrees to immediately surrender all key(s) issued upon request of an Adopt-A-Stream Foundation staff. A \$75.00 fee will be assessed for each lost key and if necessary any charges The Adopt-A-Stream Foundation may incur to replace door locks.

### **Grounds For Withholding Refunds Of Rent And/Or Cleaning/Damage Deposit**

1. If facilities are not left in pre-event condition a portion or all of the damage deposit shall be retained by the Adopt-A-Stream Foundation.
2. Failure to return the keys or equipment promptly is grounds for forfeiture of the deposit.
3. In the event that the applicant abuses this use privilege, a portion or all the deposit shall be forfeited to the Adopt-A-Stream Foundation and further use shall be involuntarily terminated.

### **Circumstances By Which Reservations And/Or Events May Be Cancelled By The Adopt-A-Stream Foundation**

1. An application may be revoked at any time under any of the following circumstances:
  - a. It is found to contain false or misleading information.
  - b. An individual or group, willfully or through gross negligence, mistreats the equipment or facilities
  - c. or violates any of the regulations established for use of the facility.
  - d. An accidental conflict in scheduling reservations occurs.
  - e. An individual or organization is not acting in the best interest of the Adopt-A-Stream Foundation
  - f. The unlikely instance in which the Northwest Stream Center Facility is deemed unsafe or unequipped to host on the specified rental date.
2. A refund of fees and deposits shall be authorized if the Adopt-A-Stream Foundation cancels a reservation when an individual or organization is not acting in the best interest of the Adopt-A-Stream Foundation or due to an accidental scheduling conflict or hazardous incident.

I have read and understand the requirements of the Adopt-A-Stream Foundation Facilities Rental Policy

and hereby agree to all sections of said policies.

\_\_\_\_\_  
Renters Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renters Printed Name

\_\_\_\_\_  
Rental Date

Please contact the Adopt-A-Stream Foundation should you have any further questions at (425) 316-8592.

