

# Pullman Recreation Center

## Rental information Packet



### **Pullman Parks, Facilities, & Recreation**

Pullman Recreation Center: 190 SE Crestview St, Bldg B, Pullman WA 99163  
509-338-3227                      recreation@pullman-wa.gov

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Welcome to Pullman Parks, Facilities, & Recreation Department. Whether you are planning a wedding or reception, class reunion, business meeting, or sporting event, we have an array of amenities to offer.

Included in this Rental information Packet, you will find the rules and regulations that govern the rental use of these facilities. Please take the time to read through this information to assist you in planning and executing a successful event.

**The activities and events scheduled under the Pullman Parks, Facilities, & Recreation Department, have priority over all other facility reservations.** When not in use for Recreation sponsored or co-sponsored activities, facilities may be made available for a fee to groups for events and activities consistent with the rental policies of the department. The department facilities will not be made available to any group or organization that promotes discrimination or has a record of discrimination on the basis of race, creed, color, national origin, families with children, gender, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical disability. Permission to use the facility does not constitute an endorsement of any groups' philosophies, policies, or beliefs.

The City of Pullman complies with the State of Washington "Fair Play in Community Sports Act" that prohibits discrimination against any person in a community athletics program on the basis of sex. Third parties that request use and receive permit for use of City Sports Facilities for Community Sports Programs may not discriminate against any person on the basis of sex in the operation, conduct, or administration of the programs. Please direct questions or comments to Kurt Dahmen, Recreation Manager.

## **Reservations:**

Rental applications and payments are only accepted at the Pullman Recreation Center, 190 SE Crestview St-Bldg B, Monday through Friday, from 8:00am to 5:00pm. Applications must be received at least fourteen (14) days in advance for rentals scheduled during regular Recreation Center hours. Applications must be received at least one (1) month in advance for rentals scheduled for hours when the Recreation Center is closed.

City of Pullman departments, community organizations, non-profits, and the general public may reserve to use Pullman Recreation Center, on a space available basis. For work related events: including hosting events for outside agencies, the applicant or their approved assigned designee must be in attendance and assume responsibility for all activities conducted and must be on the premises during the entire event. All groups must submit a rental agreement application.

Rental applications are considered on a first-paid, first-served basis and are subject to space availability. All applications must be verified and approved by the Recreation Supervisor or designated staff. Once your rental application is approved, it will be assigned to a Recreation Staff member. This person will be your main point of contact for all communications related to your event.

Rental applications will not be accepted without payment and all required paperwork. Damage deposits are due at the time of the application.

The Pullman Parks, Facilities, & Recreation Department accepts cash, check, VISA, or MasterCard as forms of payment. Facilities may be reserved up to twelve (12) months in advance.

Non-Profit Groups may be eligible for reduced rates. The organization must be registered with the Secretary of State as a non-profit corporation or charity. Non-profit organizations are offered lower rates at limited times during the week because of the overall value such organizations provide to the citizens of our community. For more information, contact Pullman Parks, Facilities, & Recreation at 509-338-3227 or visit the Pullman Recreation Center, 190 SE Crestview St, Bldg B.

Recreation Department activities and events have priority at all facilities under the Pullman Parks, Facilities, & Recreation Department jurisdiction, which may prohibit or limit extended or multiple reservations.

## **Availability**

Rooms at the Pullman Recreation Center are subject to availability and generally, may be reserved during the hours of 8:00am to 9:30pm, Sunday through Saturday. Monday-Friday, 8:00am-5:00pm, rooms at the Recreation Center may be rented in time blocks of one (1) hour. For all after hours and weekend rentals a minimum of two (2) hours is required.

Set-up and clean-up must be included in the total rental time. Rental times must be continuous and cannot be split into separate blocks of time.

## **Rental Fees & Damage Deposit**

Please refer to the Rental Rates/Deposits section on page 6 for fees. Damage deposits are 100% refundable as long as the following conditions are met:

1. The room and adjacent facilities (including outside) are left in a clean and orderly manner as stated in the Rental Clean-Up Checklist for the facility.
2. Use of the room does not exceed the scheduled time.

3. All equipment is accounted for and undamaged.
4. Additional staff time is not required as part of the rental.
5. Damage to the building has not occurred.
6. All rules/guidelines governing the usage of the facility are met.
7. Rental only includes the space you have rented, there may be other rentals and activities in the facility during the rental time slot.

If these conditions are not met to the satisfaction of staff per the guidelines and others listed within this packet and accompanying documents, an appropriate fee will be deducted from your damage deposit. If necessary, you will be charged to cover any and all additional costs. **Please allow at least four-six (4-6) weeks for the damage deposit to be returned.**

## **Cancellations:**

Cancellations of room rentals may result in a non-refundable cancellation fee per room per date. Cancellation fees are based on the room that you reserved, and the amount of notice given.

In order to cancel a room reservation, you must provide us with the following:

1. Written notification indicating your cancellation or in person, we do not accept any phone messages or emails.
2. Applicant name (as it appears on rental application form).
3. Rental Contract Number (Receipt number).
4. If requesting a refund the Pullman Parks, Facilities, & Recreation office must be notified at least fourteen (14) business days, (excluding holidays) Monday-Friday, 8:00am-5:00pm prior to reservation, and all administrative refund policies apply.
5. If transferring to another rental date, the Pullman Parks, Facilities, & Recreation office must be notified at least fourteen (14) business days (excluding holidays) Monday-Friday, 8:00am-5:00pm prior to reservation.

## **Date Changes:**

Reservations are allowed one (1) date change request per contract provided that a minimum of 14-day notice is given. All date change requests submitted with less than 14-days' notice will be treated as a rental cancellation. Please refer to the cancellation policy for more information. All application cancellation fees will apply.

**Date change request must be submitted in writing to your Recreation Staff contact. Date change requests are subject to staff and facility availability.** Additional rental dates and/or times must be paid for in full prior to reservation change.

## **Time Changes:**

Time change requests are allowed one (1) time change request per contract provided that a minimum of fourteen (14) days' notice is given. All time change request submitted with less than 14-days' notice will be treated as a rental cancellation. Please refer to the cancellation policy for more information. All application cancellation fees will apply.

**Time change request must be submitted in writing to your Recreation Staff contact. Time change requests are subject to staff and facility availability.** Additional rental time must be paid for in full prior to reservation change.

## Gymnasium (Non-Athletic Use) Rentals:

All inquiries and applications for the Pullman Recreation Center gymnasium (non-athletic use) rentals must be coordinated with a Recreation Staff member.

Gymnasium (non-athletic use) rentals require floor covering (additional fee will be added to rental). Additional tables and chairs for the event may be available at an additional fee.

Rental applicants are responsible for cleaning the gymnasium at the conclusion of the event. Please refer to the Clean-up Checklist at the end of this packet for more information on cleaning responsibilities.

## Equipment Rental:

The following equipment is available for usage at the Pullman Recreation Center. Availability is on a first-come-first-served basis and must be requested and paid for in advance with rental application.

<u>Equipment</u>	<u>Fee:</u>
Easels (3 max)	No charge (must be reserved in advance)
Portable podium w/P.A. System	\$25 per rental (only available in Room 100 A & B)
Wireless keyboard/mouse	\$25 per rental
Gym floor covering	\$100 per rental (event dependent)

## Equipment Included in the Rental:

The following equipment is available for use at the Pullman Recreation Center. Meeting rooms have internet access and a television. Availability is on a first-come, first-served basis and must be requested for and paid for in advance.

<u>Room</u>	<u>Equipment</u>	<u>Quantity:</u>
Room 100 A (Multi-Purpose)	30"x72" rectangle tables	8
	Chairs	40
Room 100B (Multi-Purpose)	30"x72" rectangle tables	12
	Chairs	60
Room 100A/B (Multi-Purpose)	30"x72" rectangle tables	20
	Chairs	100
Room 103D (Activity Room)	30"x72" rectangle tables	10
	Chairs	60
Room 208 (Meeting Room)	24"x72" rectangle tables	8
	Chairs	40
Room 218 (Conference)	24"x72" rectangle tables	6
	Chairs	14
Gym (Non-athletic)	Must be arranged with Recreation Staff before booking	

## Maximum Room Capacities:

The maximum room capacities for the rooms are as follows and must be adhered to:

Gymnasium (non-athletic)	156 exercise
Room 100 A	40 assembly
Room 100 B	59 assembly
Room 100 A & B	99 assembly
Room 103 D	99 assembly
Room 208	37 classroom
Room 218	18 classroom

The total number of people using the rented space shall not exceed the capacity listed for the room. Rooms must adhere to seating and standing Fire Code Restrictions. Room capacity may be reduced according to your set up. Staff can help you determine room capacity.

## Kitchen Information:

The kitchen may only be reserved for rental use in conjunction with the rental of Room 100 A & B, 100 B, 103 D, or Gymnasium (non-athletic use). You must complete a kitchen orientation at least one (1) week prior to event. This orientation must be scheduled in advance by contacting Recreation Staff. Failure to complete the orientation may result in cancellation of the kitchen rental.

**Items not included in kitchen rental:** Stove/oven, utensils, dishes, pots/pans, roasters, and trays. It is your responsibility to provide all cooking, serving, and all other items not listed here. You may not store any items in the kitchen prior to or after your event. Pullman Parks, Facilities, & Recreation Department is not responsible for any items left in the building at the conclusion of your event. It is your responsibility to clean the kitchen at conclusion of the rental. Please refer to the attached Rental Clean-up Checklist. Failure to clean up after your event will result in loss of damage deposit.

Due to the needs and details of various events, we do not allow groups to share the kitchen. Kitchen is rented on a first-paid, first-served basis on availability.

## Room Set-up:

Renters are responsible for set-up and takedown of tables, chairs, and for returning tables and chairs to their original location.

1. You cannot place anything in front of any exit door.
2. Please use caution when moving any equipment. Do not drag equipment across the floor. Carts are available to assist in moving tables and chairs. Damage that occurs to the floors is your responsibility and may result in forfeiture of the damage deposit and the renter will be billed for any additional charges due to the damage.
3. Please allow sufficient time to complete your set-up and decorating when scheduling the event. You will be charged for any and all time used for set-up and take-down.
4. All rooms must be left arranged as they were at the beginning of the rental.
5. All decorations must be flame-proof or fire retardant.
6. Decorations must be freestanding or be applied with painters tape only and may not be hung from doors, partitions, windows, light fixtures, ceiling, heat detectors, or emergency lights.
7. Helium balloons must be secured, not allowed to float freely.
8. Furniture is for indoor use only.



## **Check-in Prior to your Event:**

For your convenience and safety, there will be a staff member on duty at the Pullman Recreation Center during your event. Upon arrival you must immediately check-in at the front desk. At this time, please ask our staff to conduct a pre-event room inspection. This service is helpful to note any pre-existing room conditions so that you are not held accountable for it. Pre-event room inspections will not be conducted if you have already begun your set-up. If you will not be on site for the clean-up at the conclusion of your event, the person responsible for clean-up is required to also be at the pre-event inspection.

## **Loading, Deliveries, and Storage:**

Unloading and equipment delivery can be arranged prior to your event or at the time of your check-in with recreation staff.

All deliveries must occur during the designated rental time only. Recreation staff will not accept any delivery items. Rental applicants may not store any items prior to the event.

## **Cleaning the Facility:**

It is your responsibility to clean the room(s) in accordance with the Rental Clean-up Checklist at the back of this packet. Cleaning supplies are available from the recreation staff that are on duty. To help ensure the return of your damage deposit, please have a staff person complete a post-event inspection at the conclusion of the rental

If you exceed the time reserved, you will be charged a minimum of 1 hour for the additional time and/or it may be deducted from the damage deposit.

## **Miscellaneous:**

**Alcohol:** No alcohol is allowed on City property.

**Candles & Flammable Materials:** The City of Pullman Fire Department regulates the use of flammable materials. The only type of candle that is allowed at the Pullman Recreation Center is floating candle centerpieces or battery lit candles. The wick of the candle must be at least 4-6 inches below the opening of the holder. The use of any other type of candle or open flame is strictly prohibited and will result in forfeiture of the damage deposit.

**Circuit Breakers:** Do not tamper with circuit breakers, audio/visual equipment, HVAC, electrical plug-ins, or restroom fixtures. If there is a problem or you need assistance contact the recreation assistant.

**Coffee Service:** Coffee service will include regular coffee, hot water, tea, sugar, Splenda, powdered creamer, disposable cups, and spoons/stir sticks for up to 25 people. This must be requested and paid (\$25) for in advance and noted on your application.

**Decorations:** Decorations must be freestanding or be applied with painters tape only. No items may be hung from doors, partitions, windows, light fixtures, ceiling, heat detectors, or emergency lights. Use of tacks, nails, tape, and staples are prohibited throughout the facility. Violation of the rules will result in forfeiture of the damage deposit. Helium balloons must be secured and not allowed to float freely. All decorations must be removed before departure.



**Fireworks:** All fireworks (including but not limited to sparklers, firecrackers, bottle rockets) are illegal. Use of fireworks at the Recreation Center may result in immediate cancellation of event, forfeiture of the damage deposit, and/or a fine from the Pullman Fire Department.

**Fog/Smoke Machines:** The use of fog and/or smoke machines are prohibited. Use of these machines will result in forfeiture of the damage deposit and may cause the immediate cancellation of your event.

**Hazardous Material:** The renter agrees not to bring onto the premises any material, substance, equipment, or object which may endanger the life of, or cause bodily injury to any person or property or which is likely to constitute a hazard.

**Inflatable Bouncers/Etc.:** Inflatable bouncers and other attractions must have prior approval from Recreation Staff. Liability Insurance will be required. No water inflatables of any kind, including pools, etc. are allowed.

**Insurance:** Special events, corporate hosted functions, athletic leagues, and other events may be required to carry insurance naming the City of Pullman as an additional insured. A personal insurance agent or an insurance agency may be of assistance in securing the required insurance. Questions regarding specific limits and requirements may be directed to a Recreation Staff member.

**Minimum Age:** Renters must be at least eighteen (18) years of age to rent at the Pullman Recreation Center. The renter is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are less than eighteen (18) years of age.

**Music/Sound:** Sound levels for any event must comply with the City of Pullman Noise Ordinance Policy. When the renter has reserved less than the entire facility, music must not be heard outside of the space rented, due to other users in the facility.

**Rice, Birdseed, Confetti, Dance Wax, Etc.** Use of any rice, birdseed, confetti, glitter, dance wax etc. is strictly prohibited at the Pullman Recreation Center (inside or outside) and will result in forfeiture of the entire damage deposit.

**Tobacco/Vaping/E-cigarettes:** The Pullman Recreation Center is a tobacco-free facility. Smoking, chewing tobacco, vaping devices, etc. are prohibited inside the Center and within 25 feet of any entrance. The rental applicant is responsible for cleaning the area of any debris as a result of tobacco use associated with their rental.

**Security Personnel:** At the discretion of the Recreation Manager, renters may be required to provide security personnel for their event.

**Signs:** Signs are not allowed to be taped, hung, stapled, or nailed to any tree, sign post, or exterior of the building without written permission from the Department.

**The City of Pullman reserves the right to add, delete, or modify the rules and regulations regarding the use of the Pullman Recreation Center at any time.**

# Pullman Recreation Center

## Gym Kit Checklist

Gym Kits must be reserved and paid for at the time of application. Gym Kits are \$10 per rental.

### Soft Toss Gym Kit:

- | Out                      | In   |
|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> 6 No Miss Mitts               |
| <input type="checkbox"/> | <input type="checkbox"/> 2 No Miss Balls               |
| <input type="checkbox"/> | <input type="checkbox"/> 2 Ring Toss Bases             |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Ring Toss Rings             |
| <input type="checkbox"/> | <input type="checkbox"/> 3 Foam Dice                   |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Koosh Balls                 |
| <input type="checkbox"/> | <input type="checkbox"/> 4 No Miss Mitts               |
| <input type="checkbox"/> | <input type="checkbox"/> 2 No Miss Balls               |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Law Darts                   |
| <input type="checkbox"/> | <input type="checkbox"/> 2 Lawn Dart Ring              |
| <input type="checkbox"/> | <input type="checkbox"/> Bowling Set 10 pins / 2 balls |

### Recess Gym Kit:

- | Out                      | In  |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Bean Bag Target              |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Bean Bags                  |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Ball Hop Ropes             |
| <input type="checkbox"/> | <input type="checkbox"/> 2 Scoop Ball Sets with balls |
| <input type="checkbox"/> | <input type="checkbox"/> 1 Parachute                  |
| <input type="checkbox"/> | <input type="checkbox"/> 3 Kick Balls                 |
| <input type="checkbox"/> | <input type="checkbox"/> Rubber Kick Ball Base Set    |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Jump Ropes                 |
| <input type="checkbox"/> | <input type="checkbox"/> 4 Catch Mitts                |
| <input type="checkbox"/> | <input type="checkbox"/> 2 Catch Balls                |

I, \_\_\_\_\_, agree that I have inspected the recreation equipment that will be in my possession during my rental and agree to return it to the Recreation Staff in the same condition when my rental period is over. If the recreation equipment is not returned or if pieces are missing or damaged in any way while in my possession I agree to pay the cost of equipment replacement.

Renter pre-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff pre-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter post-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff post-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pullman Recreation Center Rental Clean-up Checklist

The rental applicant is responsible for cleaning the room(s) upon the conclusion of the event in accordance with the rules and regulations set forth in the Rental Information Packet and the checklist below which is provided to assist you in cleaning. You must be cleaned up and out of the facility by the designated time on your rental application. There should be no cleanup required by Recreation Staff, or you will be charged for additional rental and staff fees for any additional time used.

## Rental Applicant Responsibilities:

Pre            Post Rental

### Room:

- Clean all counters and tables with disinfectant spray and clean towel.
- Remove all decorations.
- Stack chairs and return to original location at the beginning of rental.
- Replace all tables to original location on carts.
- Sweep entire floor and dispose into garbage.
- Mop up all spills (hot water only) remove any streak marks left on floor.
- Place garbage in garbage cans. Extra bags may be obtained from Recreation Staff.
- Put garbage in outside dumpster. Recreation staff will show you the location.
- Return all equipment and cleaning supplies to staff.
- Vacuum carpet if applicable.

### Kitchen:

- Turn off all equipment.
- Remove food from all appliances (if applicable).
- Wipe down all surfaces with disinfectant spray and clean towel.
- Clean all equipment (if applicable): \_\_\_\_\_ (inside and out)
- Check dishwasher for loose utensils and clean remaining food from bottom of machine.
- Sweep entire floor and dispose of garbage.
- Mop up spills on floor (hot water only).
- Put garbage in outside dumpster (Recreation staff will show you the location).
- Return all equipment and cleaning supplies to staff.

## Recreation Staff Responsibilities:

- Conduct a pre-event room inspection for cleanliness and damage.  Inform the group of miscellaneous information.
- Enforce rules and regulation.
- Provide clean-up supplies for the rental.
- Conduct post-event room inspection for cleanliness and damage.

*Any damage, unreturned equipment, unclean areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.*

Renter Name: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Staff on duty: \_\_\_\_\_ Date: \_\_\_\_\_

**Make comments on the back of this page on any conditions:**

**Pre-Rental Notes:**

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Renter pre-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff pre-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Post-Rental Notes:**

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Renter post-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff post-rental signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Pullman Parks, Facilities, & Recreation

Pullman Recreation Center: 190 SE Crestview St, Bldg B, Pullman, Wa 99163  
509-338-3227 recreation@pullman-wa.gov

## Pullman Recreation Center Facility Rental Application/Agreement

Name of applicant/organization: \_\_\_\_\_

City Dept. \_\_\_\_\_  For-profit  Non-profit; Tax exempt number: \_\_\_\_\_

Event Planner Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Person in charge: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

**One time only**  **Weekly**  **Monthly**  Sun  Mon  Tue  Wed  Thurs  Fri  Sat

Date of Event: \_\_\_\_\_ Begins: \_\_\_\_\_  am  pm Ends: \_\_\_\_\_  am  pm

Activity: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_ Ages: \_\_\_\_\_

Will beverages be served?  Yes  No Will food be served?  Yes  No

Will items be available for sale?  Yes  No Proceed use for what purpose? \_\_\_\_\_

Does applicant/organization carry Comprehensive Liability Insurance?  Yes  No Staff Initial \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Insurance Co. Name: \_\_\_\_\_  
(Copy of insurance naming the City of Pullman as additional insurer may be required)

**Room(s) requested** (fee listed is for-profit rate, contact office for non-profit rate):

100A, Multi-Purpose (\$30/hr)  100B Multi-Purpose (\$40/hr)  100A-B Multi-Purpose (\$70/hr)

101, Kitchen (\$30/hr)  103D, Senior Dining (\$40/hr)  111, Gym (\$30/hr, athletic)

208, Classroom (\$30/hr)  218, Conference (\$25/hr)  Deposit required \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**City Equipment to be used by applicant:**  Easel \_\_\_\_\_ (3 max)  Portable podium/P.A. (\$25)

Wireless Keyboard/mouse (\$25)  Gym floor covering (\$100)  Coffee Service (\$25) No. \_\_\_\_\_

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### For Official Use Only:

Date application received: \_\_\_\_\_ Date facility reserved: \_\_\_\_\_  Outlook Cal. \_\_\_\_\_

Deposit:  Yes  No Deposit Amount: \$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Facility Attendant(s): \_\_\_\_\_

Refund Amount: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_

**PRIORITY I GROUPS: City, Senior, and Youth Programs sponsored by the City of Pullman and Pullman School District – No Fee Use**

**PRIORITY II GROUPS: All other groups – Fee required**

- **REQUEST:** All rentals application must be submitted to Parks, Facilities, & Recreation at the Pullman Recreation Center, 190 SE Crestview St-Bldg B, Pullman, WA 99163.
  - Request for a series of dates for daily, weekly, or monthly use must receive special approval in consideration of other potential use by Priority I Groups.
  - Pullman Recreation Center cannot be reserved without a completed application and payment received at the time of booking. Advanced reservations may be limited by staff, in consideration of Priority I potential use.
  - Requests for rooms, which are normally assigned to senior agencies or public access, must receive special approval.
  - Commercial organizations from outside the City of Pullman will not be allowed use of the facility, if their intended use is considered to be in competition with local enterprise.
  - Rooms must be booked for a minimum of one hour, Monday-Friday, 8:00am-5:00pm, a minimum of two hours after hours or on weekends.
- **REIMBURSEMENT:**
  - I agree to pay any additional fees for use beyond original paid reservation. \_\_\_\_\_(initial)
  - Applicant agrees to reimburse Parks, Facilities, & Recreation for any damage that results in repair to City property resulting from the Applicant’s use under the terms of the Permit. \_\_\_\_\_(initial)
  - Groups are responsible for any damage or breakage of equipment at replacement cost. \_\_\_\_\_(initial)
- **CLEANUP OF CITY PROPERTY:** The Applicant is responsible for clean-up of all City of Pullman premises utilized under the terms of this permit.
  - Clean-up includes wiping surfaces, cleaning spills, bagging and pickup/remove garbage, and turning off all lights resulting from the Applicant’s use of city properties as needed and complying with any other directions given by the staff of Parks, Facilities, & Recreation Department. \_\_\_\_\_(initial)
- **NON-DISCRIMINATION REQUIREMENT:** The Applicant agrees that, during the use of this Parks, Facilities, & Recreation facility, \_\_\_\_\_(Name of Organization/Applicant) will not exclude anyone in participation, deny anyone benefit of, or otherwise subject anyone to discrimination because of the person’s race, color, national origin, age, or handicap.
- **EMERGENCY ACCESS:** Applicant agrees to maintain clear access across city property for emergency personnel throughout period of use of premises under the permit.
- **SMOKING/ALCOHOL:** Smoking, tobacco, and alcoholic beverages are not allowed within the facility at any time. \_\_\_\_\_(initial)
- **INSURANCE:** If required by the Parks, Facilities, & Recreation, Applicant agrees to supply proof of Commercial General Liability Insurance in the amount of \$ \_\_\_\_\_ combined single limits per occurrence, prior to some rentals. (Check with Recreation Staff on requirements). A copy of the endorsement naming the City of Pullman as an additional insured must be attached to the Certificate of Insurance.
- **REFUNDS:** Refunds will be given according to facility policy.
- **PHOTO:** I grant full permission to use any photographs, videotapes, motion pictures, recordings, or any other record of this program for any City of Pullman informational or promotional use. \_\_\_\_\_(initial)
- **HOLD HARMLESS:** To the maximum extent permitted by law, Applicant agrees to defend, indemnify and save harmless the City, its appointed and elected officers, employees, agents and representatives, from and against all loss or expense, including but not limited to judgments, settlements, attorney fees, and costs for bodily injury, death or property damage, by reason of the acts of any and all agents and representatives, arising out of any act or omission under or in connection with the use of this Pioneer Center Lease agreement, except only such injury as shall have been occasioned by the sole negligence of the City, its appointed and elected officers, employees, agents or representatives. To the extent any of the damages referenced herein were caused by or resulted from the concurrent negligence of the City, its elected and appointed officers, employees, agents or representatives and the Applicant, its officers, or employees, agents or representatives, this obligation to indemnify, defend and hold harmless is valid and enforceable only to the extent of the negligence of the Applicant, its officers, employees, agents or representatives. \_\_\_\_\_(initial)
- **CERTIFICATION:** The Applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe the City’s policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility. \_\_\_\_\_(initial)

Applicant \_\_\_\_\_ Date \_\_\_\_\_