



HALL RENTAL POLICY

The Everett Parks & Recreation Department is pleased you are using one of its facilities. Please read and follow the guidelines below. If you have any questions, please inquire at the Recreation Office or call **(425) 257-8300**. Regular office hours are Monday through Friday, 9 a.m. to 5:30 p.m. **Phone line is open only until 5 p.m. Monday through Friday.**

Making a reservation

1. Reservations are accepted one year in advance.
2. No reservations will be taken, tentative or otherwise, by telephone.
3. Payment in full (rent plus the damage deposit) is required at the time the reservation is made.
4. Applicants must be at least 18 years of age. Proof will be required.

General Information

1. Facilities may be rented between the hours of 8 a.m. and 11 p.m. The time of use on the Facility Use Permit 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. **No early admittance or next day cleanup will be allowed. Refunds will not be given for hours not used.** Renters will be charged or a reduction in their refund will occur if the user group accesses a facility earlier than or remains later than the time represented on the Facility Use Permit.
2. Groups are responsible for their own setup and cleanup. This shall include all items set forth in the Cleaning Agreement. Cleaning supplies will be provided by the Parks & Recreation Department.
3. The User Group will be issued a key for opening and locking the rental facility. The key should be picked up on the day of use when the facility is to be used Monday through Friday. For weekend use, a key will be issued on Friday. Keys should be returned to the Recreation Office by the following Monday. A key drop slot is located on the Recreation Office door. It is the renters responsibility to make sure the key is turned in to the Recreation Office, do not give the key to a Park Ranger or other Park Staff.
4. Halls will be inspected by the Parks Rangers after use to check for cleanliness, damage or loss of equipment. The User Group will be responsible for all damages, loss of equipment and lack of cleanliness.
5. **No helium balloons are allowed in Floral or Legion Halls due to the ceiling fans.**
6. **No candles are allowed in any of the halls.**
7. **Smoke machines are not allowed in any of the halls.**
8. No nails, tacks, staples, scotch tape, duct tape or anything that penetrates the wood walls or floors should be used in the hall. Masking tape or a reusable putty like Ross Tac `n Stik or museum putty can be used for decorating purposes and must be removed from the surface at the end of the rental.
9. Alcoholic beverages are permitted with a Banquet Permit. The Parks & Recreation Department will issue the User Group a form to be presented at a Washington State Liquor Store to have a permit issued. The permit number must be called into the Recreation Office at least 2 weeks prior to use; and the actual permit must be posted inside the facility during the event. Caterers may post their Class I license in lieu of the User Group obtaining a Banquet Permit. This information must be given to the Recreation Office.

10. Performer conduct and performance content, whether live or recorded, must be appropriate for families and general audiences. Profane, lewd, indecent or slanderous conduct or content is unacceptable.
11. Routine inspections by the Park Rangers and the City of Everett Police Department will be made to ensure that facilities are being used in accordance with the Facility Use Application and the Parks & Recreation Department Policy. User Groups are requested to cooperate fully during these inspections.

What if you have to cancel your reservation?

1. A refund of fees and deposits will be authorized only when the User Group either provides a letter requesting a refund or calls the Recreation Office. Notice must be received at least two weeks prior to the rental.

How do you get a refund of the damage deposit?

1. 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 the facility keys to the Recreation Office. ***Refunds are issued by the City of Everett Treasurer's Office and take approximately 2 weeks. Refunds will not be given for hours not used.***

Grounds for withholding refunds of rent and/or damage deposit

1. If facilities are not left in an acceptable order a portion or all of the damage deposit shall be retained by the Parks & Recreation Department.
2. Failure to return the keys 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 City and further use shall be involuntarily terminated.

Circumstances by which reservations and/or events may be cancelled by city

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 or violates any of the regulations established for use of the facility.
 - c. An accidental conflict in scheduling reservations occurs.
 - d. An individual or organization is not acting in the best interest of the City.
2. A refund of fees and deposits shall be authorized if the City cancels a reservation when an individual or organization is not acting in the best interest of the City or due to an accidental scheduling conflict.

Everett Parks Recreation Office
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