



BURLINGTON COMMUNITY CENTER AND MAIBEN HOUSE RENTAL REGULATIONS

Welcome, and thank you for your interest in Burlington Parks and Recreation rental facilities. We are committed to providing facilities and services in partnership with the community. It is the policy of the City of Burlington to permit the use of its facilities by local area citizens, organizations, and groups for periodic and temporary activities. The City intends the use of its facilities to be for all citizens, focusing on senior, youth, adult and family activities.

HOURS OF OPERATION

The Community Center is available for rent:

Monday - Thursday	4:00 p.m.	until	10:00 p.m.
Friday	4:00 p.m.	until	12:00 midnight
Saturday	8:00 a.m.	until	12:00 midnight
Sunday	8:00 a.m.	until	10:00 p.m.

The Maiben House is available for rent:

Monday - Thursday	8:00 a.m.	until	9:00 p.m.
Friday	8:00 a.m.	until	10:00 p.m.
Saturday	10:00 a.m.	until	10:00 p.m.
Sunday	10:00 a.m.	until	9:00 p.m.

Event Sponsors and their guests are permitted access to the Center only during the timeframe outlined within their confirmed rental agreement. Event activities must conclude and all guests (excluding your clean-up crew) must exit the facility by the departure time noted on the rental agreement. Your clean-up crew is permitted up to one additional hour beyond your guests' departure for cleaning.

SENIOR SERVICES

Skagit County Senior Services programs are scheduled from 8:00 am to 4:00 pm, Monday through Friday, at the Burlington Community Center. The Center is not available for rent during those hours.

RESERVATIONS

All persons or groups wishing to host an event at the Community Center or the Maiben House must reserve the facility in advance. A minimum of 3-business days advance notice is needed and is subject to the availability of a facility monitor when staffing is required. Reservations and information can be obtained by contacting:

Burlington Parks & Recreation Department	Phone:	360-755-9649
900 E. Fairhaven Avenue	Fax:	360-755-1017
Burlington, WA 98233	Email:	bparks@burlingtonwa.gov

A completed Rental Agreement and payment of ALL applicable fees must be received before reservations can be confirmed.

FLOOR PLANS

BURLINGTON COMMUNITY CENTER 1011 Greenleaf Avenue Burlington, WA 98233

Community Hall Room

Max Occupancy: 150
Available Tables: (10) 12' Rectangle
Available Chairs: 120

Multi-Purpose Room

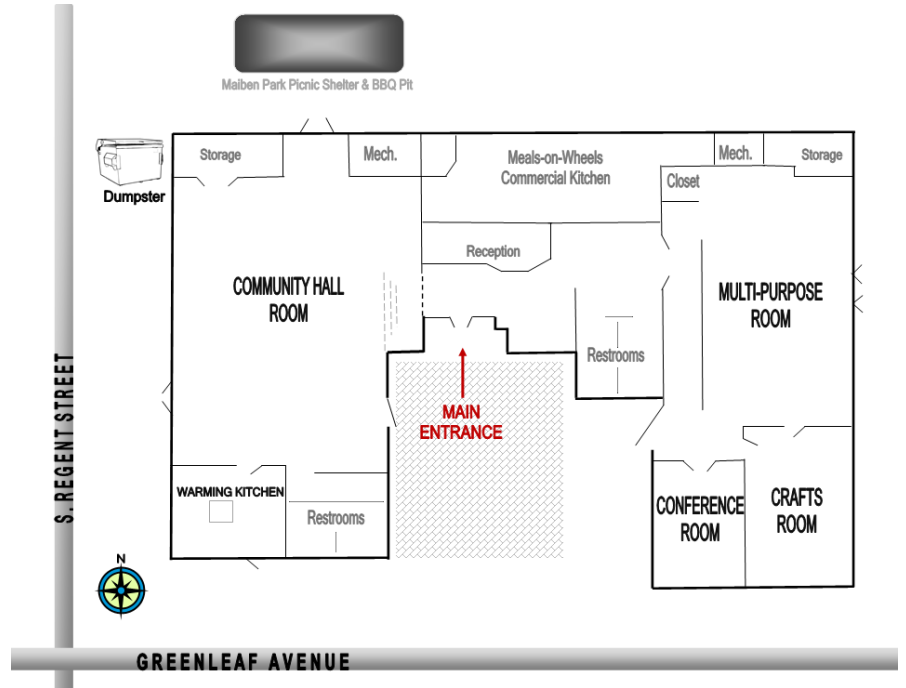
Max Occupancy: 100
Available Tables: (9) 5' Round
Available Chairs: 54

Crafts Room

Max Occupancy: 30
Available Tables: (4) 12' Rectangle
Available Chairs: 30

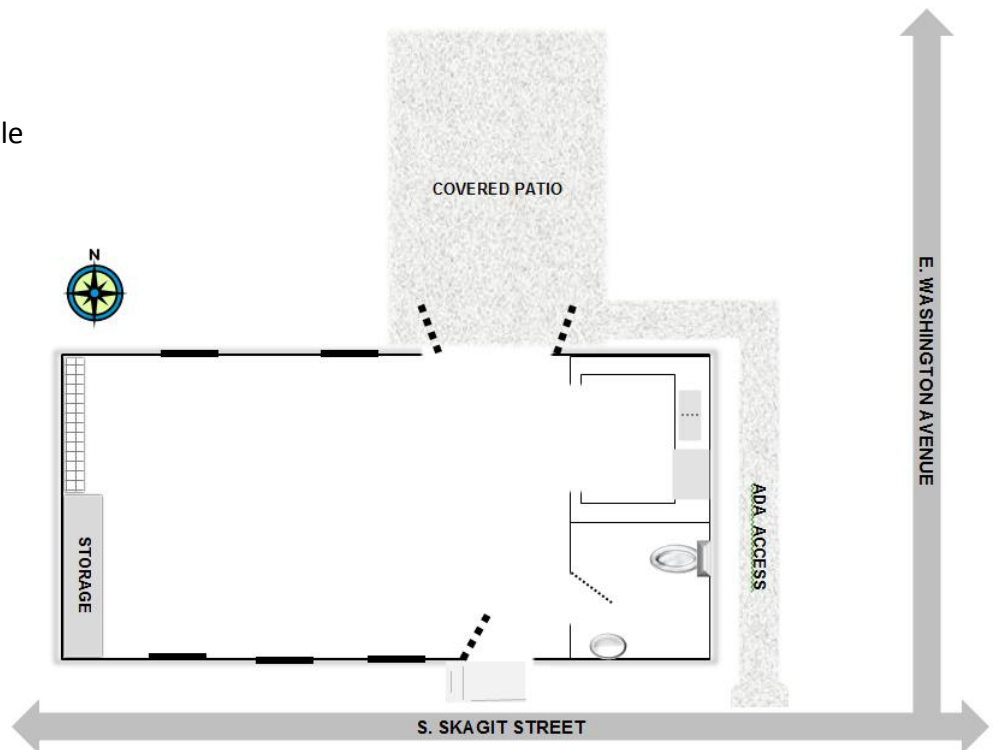
Conference Room

Max Occupancy: 20
Available Tables: (2) 12' Rectangle
Available Chairs: 20



MAIBEN HOUSE at Maiben Park 218 S. Skagit Street Burlington, WA 98233

Max Occupancy: 43
Available Tables: (6) 6' Rectangle
Available Chairs: 30



FEE SCHEDULE (USD\$)

A confirmed reservation requires a completed Rental Agreement and payment of ALL applicable fees which include Damage Deposit, Rent, Facility Monitor and Security Officer fees.

1. RENTAL FEE and DAMAGE DEPOSIT

ROOMS AVAILABLE FOR RENT (with occupancy)	RENT				DAMAGE DEPOSIT	
BURLINGTON COMMUNITY 1011 Greenleaf Avenue Burlington, WA 98233	Burlington City Resident Mon-Thurs	Non- Resident Mon-Thurs	Burlington City Resident Fri-Sun	Non- Resident Fri-Sun	Standard Damage Deposit	Damage Deposit with Alcohol Amplified Sound
Community Hall Room (120-150) with Warming Kitchen	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
Multi-Purpose Room (54-100)	\$250.00	\$345.00	\$295.00	\$410.00		
Crafts Room (30)	\$180.00	\$275.00	\$225.00	\$340.00	\$250.00	\$800.00
Conference Room (20)	\$60.00	\$80.00	\$80.00	\$100.00	\$100.00	\$800.00
Whole Center (224-300)	\$40.00	\$50.00	\$50.00	\$70.00	\$75.00	\$800.00
MAIBEN HOUSE 219 S. Skagit Street Burlington, WA 98233 (Max occupancy 30-49)	Burlington City Resident Mon-Thurs	Non- Resident Mon-Thurs	Burlington City Resident Fri-Sun	Non- Resident Fri-Sun	Damage Deposit	Damage Deposit with Alcohol
	\$60.00	\$80.00	\$80.00	\$100.00	\$250.00	\$800.00

2. STAFF and SECURITY FEES

FACILITY MONITOR (City Staff)	SECURITY OFFICER
\$14.00 PER HOUR	\$20.00 PER HOUR
When required, staff and/or officer will be scheduled to arrive 1/2 hour prior to the arrival of Sponsor's anticipated guests and to depart after all persons, including sponsor and cleanup crew have left the building. See page-4 for more information.	
The scope of an event may necessitate additional security provided by an off duty City of Burlington Police Officer at the Event Sponsor's expense. This requirement will be determined before finalization of the Rental Agreement.	

3. NON-PROFIT and GOVERNMENTAL ORGANIZATIONS RENTAL FEE

Non-Profit / Governmental Organizations (with Fed or State ID)
\$5.00 PER HOUR (includes time needed for setup and clean up)
Non-profit or governmental organizations whose purpose is non-religious and non-political in nature may pay an hourly utility fee in lieu of the standard rental fee. Eligibility criteria can be found on page-6 of the regulations. Applicable damage deposit and facility monitor/security officer fees still apply.

ACCEPTED FORMS OF PAYMENT

•Cash	Accepted for all fees.	
•Check	Accepted for all fees.	One check can be written for all fees. Check should be made payable to "City of Burlington".
•Credit/Debit Cards	Accepted for rent, facility monitor and security officer fees.	Visa, MasterCard and Discover cards accepted. Cards may also be used for damage deposit fees when payment date is within 12 months of reservation date.

FACILITY MONITOR & SECURITY OFFICER

The primary function of the **Facility Monitor** is to protect City facilities. A Facility Monitor (a City employee) is required to be present at your event with any one or combination of the following circumstances:

- Food will be served;
- Alcohol will be served;
- Amplified music will be provided,
- When deemed prudent by the City of Burlington.

Some event types may additionally require a **Security Officer**. The Officer will be contracted by the City.

The Facility Monitor, and Officer when applicable, must be on site during the active hours of your event and will be present until all persons, including sponsor & cleanup crew, have vacated the building.

The Event Sponsor is solely responsible for event supervision, safety of guests and ensuring compliance with City of Burlington policies. The Facility Monitor has the authority to end an event if City policies and regulations are disregarded by the sponsoring party. Monitor functions **do not** include assisting in setup or cleanup, the serving of food or beverages, or physically intervening in disputes.

DAMAGE DEPOSIT REFUNDS

Damage Deposit refunds will automatically be processed shortly after the rental date. Refunds are made to the form of payment initially used for reservations and are issued to the recipient indicated on the Rental Agreement.

Please allow up to 4 weeks for processing of refund.

A full refund can be expected if the following conditions have been met:

- There has been no destruction of the building or property;
- All rules and terms of the agreement have been complied with and City ordinances have not been violated;
- Setup guidelines have been followed;
- Cleanup has been performed thoroughly;
- Facility keys have been returned either directly to the Parks & Recreation business office at 900 E. Fairhaven Avenue or to the department's drop-box located under the maple tree in the Fairhaven Avenue parking lot. Facility keys may be turned over to your Facility Monitor if one has been required for your event.

Failure to comply with the City of Burlington's facility rental regulations will result in forfeiture of damage deposit. In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit will be returned within 30 days after the damage has been corrected.

CANCELLATIONS & REFUNDS

Cancellations or date changes must be confirmed with department staff prior to the scheduled event. The following administrative fee will be deducted from the rental fee:

(Please allow up to 4-weeks for processing refunds)

- \$25.00 With 61 or more days' notice prior to rental date
- \$50.00 With 15 to 60 days' notice prior to rental date
- \$100.00 With 8 to 14 days' notice prior to rental date
- 50% or \$100 With 7 days or less notice from rental date, the greater of the following admin fees will be assessed: *50% of rental fee or \$100*
- If the rental fee is less than the administration fee, 100% of the rental fee will be retained.
- The rental fee is not refundable for "No-Shows".

Cancellations made by non-profit groups and governmental organizations will receive a full refund of their utility fee less an administrative fee of \$10.00. Cancellations must be confirmed with Parks & Recreation staff prior to rental time. Refunds will not be issued without advance notice of cancellation.

ALCOHOLIC BEVERAGES

The following conditions must be met for alcohol service to be permitted with the event:

1. **A Certificate of General Liability Insurance** and **an Endorsement Page** is required from the Event Sponsor.
 - A. The Certificate Holder/Additional Insured must be listed as follows:
City of Burlington
833 S. Spruce Street,
Burlington WA 98233
 - B. An **Endorsement Page** declaring the **“City of Burlington, It’s Elected Officials, Appointed Officers, Employees and Agents”** as an Additional Insured must accompany the certificate.
 - C. The liability insurance coverage must provide at minimum **\$1,000,000 per occurrence** and **\$2,000,000 General Aggregate**.
 - The City must receive the certificate of coverage at minimum 30 days before event date.
 - Please note: If alcoholic beverages are being sold at your event, Liquor Liability Insurance is required with the insurance policy.
2. The Event Sponsor is required to obtain a **Liquor License** from the Washington State Liquor Control Board (WSLCB).
 - Liquor licenses may be purchased online at <https://lcb.wa.gov/licensing/special-licenses-and-permits>
 - As of December 2017, the cost for a standard Banquet Permit is \$10.00, Special Occasion License is \$60.00.
 - During your event, the permit/license must be displayed in a conspicuous place at the event location.
 - Use of alcoholic beverages shall conform to all rules and regulations of WSLCB.
 - Contact WSLCB at www.liq.wa.gov or 360-664-1600 with questions or for additional information.
 - **Consumption of alcoholic beverages is allowed WITHIN the Community Center or Maiben House buildings only. Alcoholic beverages may not be taken outside.**

AMPLIFIED MUSIC

Amplified music at your event must be approved by the City in advance and approval must be indicated on your completed Rental Agreement. Amplified music is permitted between the following hours only:

	<u>Burlington Community Center</u>	<u>Maiben House</u>
Friday or Saturday	10:00 a.m. until 11:00 p.m.	Not permitted.
Sunday-Thursday	10:00 a.m. until 9:00 p.m.	Not permitted.

- Noise created by the amplified music must remain at level that will not adversely affect neighboring residents. The facility monitor scheduled for your event will help you determine an acceptable noise level which will comply with the City’s Noise Ordinance, Chapter 8.14.060 of the City’s Municipal Code (BMC). The BMC can be viewed on the City of Burlington’s website at <http://www.burlingtonwa.gov/>
 - Please be aware that if you choose to leave windows and doors open during your event, the sound level of the amplified music will need to be decreased.
 - Failure to promptly comply with this City ordinance will result in forfeiture of Event Sponsor’s damage deposit in its entirety.
- DJs or bands hired for an event should be forewarned that **smoke and dry-ice machines are not permitted.**

FACILITY RENTAL GUIDELINES for NON-PROFIT & GOVERNMENTAL ORGANIZATIONS

The standard rental fee may be replaced with an hourly utility fee for community-based non-profit and governmental organizations whose purpose is non-religious and non-political in nature and when the following conditions are met. Documentation of State or Federal ID/Non-Profit Status must be provided.

1. Organizations must contact the Parks and Recreation Department in advance to reserve a facility. Confirmed reservations require a completed Rental Agreement along with payment of an hourly \$5.00 utility fee, a damage deposit and, when applicable, facility monitor & security fees.
2. All meetings must be open to the public at no charge – this includes free will offerings. Meeting room use cannot be restricted to any particular group or denied to any person or organization because of race, creed or color.
3. No products or services may be advertised, solicited or sold. Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected; however, the purchase of these materials cannot be a requirement for attendance and/or registration. Permission for the sale of these items must be obtained in advance through the Parks and Recreation Director.
4. The standard rental fee applies for organizations hosting fundraising events.
5. Damage deposits from organizations using the facilities on a continual basis will be held in the City's account for the length of the agreement. The deposit will be retained by the City in cases where rental conditions have not been followed as outlined in the Rental Agreement.
6. Use by organizations will be limited to 4 times per month, and not more than 8 hours per month unless prior permission has been given by the Parks and Recreation Director.
7. Confirmed reservations may be rescheduled in the event that the facility is needed to accommodate clients paying full rental fees. Every effort will be made to relocate the Non-Profit group for the scheduled date. A minimum of one week notice will be given to the Non-Profit organization.
8. An administrative fee of \$10.00 per rental date will apply for voluntary cancellations confirmed with Parks & Recreation staff prior to rental time. Refunds will not be issued without advance notice of cancellation. Please allow up to 4-weeks for refund receipt. Numerous cancellations or no-shows may result in contract review.
9. Rental Agreements will be limited to a 12-month time period and reviewed for renewal at the end of each time period. Time periods will encompass January 1st through December 31st of each calendar year.
10. Continued compliance of all rules and regulations set forth for the City of Burlington's facilities will determine further use. Non-compliance will result in termination of Rental Agreement.

INFLATABLES AND OTHER AMUSEMENT RIDES

Inflatables and other amusement rides are not permitted in City parks or facilities except for events sponsored by the City of Burlington. This feature may be approved at the City's discretion for other special events.

INAPPROPRIATE FACILITY USE

Any unlawful behavior or mischievous act while using the City's facilities can result in eviction. Misconduct, rowdiness, damage or destruction of City property or failure to leave the premises in a satisfactory condition may be sufficient reason to refuse future use of City facilities to the offending Event Sponsor. The City may hold the Event Sponsor responsible for damages including repairs and/or replacement.

FACILITY KEYS

KEY PICK UP: Event Sponsors renting the Burlington Community Center or the Maiben House will need a key to access the facilities. The Sponsor, or their designee, may pick up a key at the Parks and Recreation business office as early as 3 business days prior to the event, but no later than 4:00 pm on the last working day prior to the event (unless other arrangements have been made). Please be mindful of State and federal holidays and plan ahead accordingly. If City Staff is called to unlock the facility for the event, \$50.00 will be deducted from the deposit refund.

PLEASE NOTE: PICKING UP A KEY IN ADVANCE DOES NOT GRANT PERMISSION TO ACCESS THE PREMISES OUTSIDE OF THE HOURS CONFIRMED IN YOUR RENTAL AGREEMENT.

KEY RETURN. Keys should be returned using one of the following options:

1. Turn in to your Facility Monitor if one has been scheduled for your event;
2. Return key before the end of the next business day to the Parks and Recreation Department's business office at 900 E. Fairhaven Avenue;
3. At the conclusion of your event, drop the key inside the gray, metal 'Drop-Box' located in the department's Fairhaven Avenue parking lot (underneath the maple tree);
- Alternate arrangements must be listed in writing and included with your Rental Agreement.

SETUP GUIDELINES AND USE RESTRICTIONS - Burlington Community Center and the Maiben House

1. Event Sponsor may use the "Pre-Rental Conditions Report" found on **page-12** of your Rental Regulations to list any items of concern noticed upon arrival at the rented facility.
2. Do not use glue, tape, tacks, nails, pins or any other fasteners that may damage the walls.
3. Do not hang objects or decorations from the ceiling.
4. The buildings' fire detection systems are extremely sensitive and will not allow smoke in the air. Accordingly, the **use of candles or any other type of open flame is not allowed inside the buildings.** For this same reason, **Dry-Ice fueled or any other types of smoke generating devices are not allowed.** Smoking is not allowed within the buildings. Smoking outside of the buildings must be at least twenty-five feet from entrances, exits, windows that open, and ventilation intakes. (Washington State RCW 70.160.075)
5. Please note that the Community Center and Maiben House are **not air-conditioned**. Event Sponsors might consider supplementing with fans from home on warm weather days.
6. When alcoholic beverages have been approved for your event, the beverages must be consumed within the Community Center or Maiben House buildings. **No Exceptions.**
7. Animals are not permitted in the buildings. Bona fide service animals are the only exception.
8. Contents of the buildings belong to on-going programs and are not for use by Event Sponsors or guests.
9. The noise level created by your event should not impact others within or outside of the facility.
10. All personal items brought in by Event Sponsor, including those used for decoration, setup and food service, must be removed before Event Sponsor vacates the premises. No overnight storage is permitted.
11. All groups must limit activities to their rented space.
12. The Community Center's reception area is not to be rearranged or incorporated into your rented space.
13. Furniture or amenities located in areas other than your reserved space are not to be relocated for your event.

14. **Only those tables and chairs located within your reserved space at the Community Center are available for your use.**
15. Use of the Community Hall Room’s fireplace is not allowed.
16. **SUGGESTIONS ON ITEMS THAT MAY BE HELPFUL TO BRING WITH YOU:**
- | | |
|--|---|
| <input type="checkbox"/> Coffee maker, Water Pitcher | <input type="checkbox"/> Can opener |
| <input type="checkbox"/> Cups for hot & cold beverages | <input type="checkbox"/> Dish Towels/Cloths |
| <input type="checkbox"/> Plates, Napkins | <input type="checkbox"/> Take away food containers |
| <input type="checkbox"/> Table Linens | <input type="checkbox"/> Plastic bags, foil, plastic wrap |
| <input type="checkbox"/> Flatware, knives | <input type="checkbox"/> Pots/pans for food preparation |
| <input type="checkbox"/> Small garbage bins | <input type="checkbox"/> Dish washing soap, oven cleaner |
| <input type="checkbox"/> Cooking utensils | <input type="checkbox"/> Dish pan for dirty dishes |
17. **Please be aware that City of Burlington facilities are sometimes victims of vandalism.** If this appears to be the case upon your arrival at your rented facility, and it is interruptive to your event, please call the “Non-Emergency” phone number for Skagit 9-1-1, 360-428-3211 and ask that they contact Parks staff to address the concern.

FACILITY CLEANUP

Before departure, the Event Sponsor is responsible for ensuring all cleanup duties have been completed before departure from the Center. Please carefully follow the **Cleanup Checklist** found **on pages-8 and 9 (Community Center) or page-10 (Maiben House)**. Any additional cleaning deemed necessary by the City to return the facility to good order shall be charged at current overtime rate and will be deducted from the damage deposit. Please be aware that it is NOT a function of the Facility Monitor to assess the quality of your cleanup.

- Event Sponsor’s Cleanup Checklist – Burlington Community Center Pages 9 – 10
- Event Sponsor’s Cleanup Checklist – Maiben House & Covered Patio Page 11
- Pre-Rental Conditions Report Page 12

EVENT SPONSOR'S CLEANUP CHECKLIST – Burlington Community Center

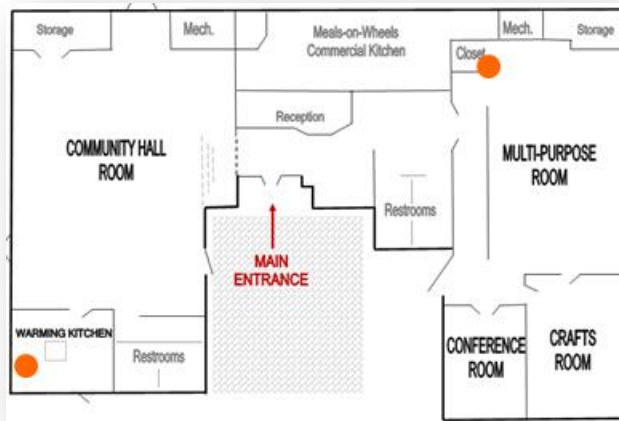
The Event Sponsor is responsible for performing the following cleaning duties in ***all applicable*** rental spaces:

1. CLEANING SUPPLIES PROVIDED FOR YOUR USE:

- Large Garbage Bags (clean 33-gallon replacement bags found inside trash receptacles.)
- Multipurpose cleanser & glass cleaner*
- Paper towels/cleaning cloths*
- Broom & dust pan
- Mop & bucket
- Vacuum

* Multi-Purpose cleaner, glass cleaner, paper towels & cleaning cloths can be found in an **orange 5-gallon supply bucket**.

- Renters in the **Community Hall Room** will find the bucket on the bottom shelf to the left of the deep sink in the Hall's kitchen.
- Renters in **all other rooms** of the Community Center will find the supply bucket in the small closet area adjacent to the Multi-Purpose Room's northwest corner.



2. REMOVE ANY DECORATIONS AND SUPPLIES BROUGHT FOR YOUR EVENT

3. TABLES, CHAIRS, HARD-SURFACES

- Thoroughly wipe down all tables, chairs & any other hard-surfaces used.
- Fold tables, stack padded chairs and return them to their original location. (The chairs & round tables in the Multi-Purpose room should not be broken down, simply returned to their original location if rearranged for your event.)

4. KITCHEN

- Thoroughly clean all countertops.
- Clean oven & stove top if it was used for your event.
- Sink must be well cleaned and free of debris. Be sure to empty strainers.
- Remove all food brought in for your event from counters & refrigerator.
- Wipe out microwaves and refrigerator if used.

5. RESTROOMS

- Thoroughly clean countertops and sinks.
- Clean bathroom mirrors using glass cleaner.
- Check each bathroom stall and dispose of debris and garbage.
- Check individual toilets. Wipe down with cleanser and provided toilet brush, if needed.
- Be sure to check both bathrooms for use (off main lobby and in Community Hall room).

6. FLOORS

- ❑ Vacuum all carpeted areas. Vacuums are located in closets in both the Community Hall and Multi-Purpose rooms.
- ❑ Remove scuff marks made on Community Hall's tiled floor.
- ❑ Sweep & Mop. The floors of bathrooms, kitchen and the Community Hall must be swept & mopped. Brooms, mops & buckets are located in the Warming Kitchen off the Community Hall room. Be sure to **mop areas twice, using hot water only, letting floors dry between moppings and change water frequently.** Dirty mop water can be emptied into the deep sink.

7. GARBAGE

- ❑ Pick up all garbage in rooms used.
- ❑ Empty all trash receptacles and place garbage bags in dumpster. This includes *outside* trash receptacles that may have been used for your event. Replace garbage bags in emptied trash receptacles with clean 33-gallon bags found inside trash receptacles. **Dumpster is located outside along Regent Street on the northwest corner of the Community Center.**

8. CHECK ALL DOORS AND WINDOWS TO BE SURE THEY'RE CLOSED AND LOCKED

9. CHECK STOVES/OVENS IN THE COMMUNITY HALL WARMING KITCHEN TO ENSURE THEY ARE OFF

10. TURN OFF LIGHTS (Emergency lighting will remain on.)

11. TURN IN FACILITY KEY

- ❑ Return the facility's key to the facility monitor if one has been scheduled for your event. Otherwise, the key should be returned to the Parks & Recreation office or dropped in the 'Drop-Box' located in the Parks & Recreation building's Fairhaven Avenue parking lot (underneath the maple tree). Key should be returned no later than the next business day.
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EVENT SPONSOR'S CLEANUP CHECKLIST – The Maiben House & Covered Patio

The Event Sponsor is responsible for performing the following cleaning duties before departure:

1. CLEANING SUPPLIES CAN BE FOUND UNDER THE KITCHEN SINK OR THE RESTROOM:

- Large Garbage Bags/Trash Liners (33 gallon)
- Multipurpose cleanser & glass cleaner
- Toilet bowl cleanser and toilet brush
- Paper towels/cleaning cloths
- Broom & dust pan
- Mop & bucket

2. REMOVE ALL DECORATIONS AND SUPPLIES BROUGHT FOR YOUR EVENT

3. TABLES, CHAIRS, HARD-SURFACES

- Thoroughly wipe down all tables, chairs & any other hard-surfaces used.
- Wipe down surfaces of the covered patio's picnic benches if used during your event.
- Fold tables, stack chairs and return them to their original location.

4. KITCHEN

- Thoroughly clean all countertops.
- Sink must be well cleaned and free of debris. Be sure to empty strainers.
- Remove all food brought in for your event from counters & refrigerator.
- Wipe out refrigerator if used.

5. RESTROOM

- Thoroughly clean sink.
- Clean bathroom mirror using glass cleaner.
- Dispose of debris and garbage.
- Check toilets. Wipe down with cleanser and provided toilet brush, if needed.

6. FLOORS

- Remove scuff marks made on Maiben House floors.
- Sweep & mop all floors, including kitchen and bathroom. Dirty mop water can be flushed down the toilet.
- Sweep debris from floor of covered patio if used during your event.

7. GARBAGE

- Pick up garbage in all rooms.
- Empty all trash containers and replace garbage liners. This includes outside trash containers that may have been used for your event. Please securely close full garbage bags and leave in kitchen for City staff to dispose of.

8. CHECK ALL DOORS AND WINDOWS TO BE SURE THEY'RE CLOSED AND LOCKED

9. TURN OFF LIGHTS (Emergency lighting will remain on.)

10. TURN IN FACILITY KEY

- The key should be returned to the Parks & Recreation office located at 900 E. Fairhaven Avenue or dropped in the 'Drop-Box' located in the Parks & Recreation Center's Fairhaven Avenue parking lot (underneath the maple tree). Key should be returned no later than the next business day.

PRE-RENTAL CONDITIONS REPORT Burlington Community Center & Maiben House

This form is designed to help the City better track the condition of your rented facility as you found it at the start of your rental. Please use this "Pre-Rental Conditions Report" to let us know whether you found your rented facility in satisfactory condition or had concerns. Your feedback also helps us better serve future needs of you and other renters. We appreciate your input!

Please return this report to your Facility Monitor at the start of your rental event or in the Drop-Box located under the maple tree at the Parks & Recreation Center's Fairhaven Avenue parking lot. You may also email or fax the report to BParks@burlingtonwa.gov or (360) 755-1017.

Community Center Room	Condition Prior to Rental	Details and Comments
Floor / Carpet	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Tables / Chairs	Clean, accessible, sufficient: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Kitchen		
Counters / Sink	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Oven Micro-Wave Refrigerator	Clean & Empty: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
Bathrooms		
Counters / Sinks / Supplies	Cleanliness: <input type="checkbox"/> Excellent <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory (explain)	
General		
Garbage Cans	All Empty: <input type="checkbox"/> Yes <input type="checkbox"/> No (please detail)	
Exterior Grounds	<input type="checkbox"/> Exterior garbage cans noted as empty; grounds clean. Further remarks or concerns?	
Overall	Comments and feedback (...challenges you encountered, or suggestions for a smoother experience in the future).	

Sponsor's Name: _____

Date of Rental: _____

Thank you!