



SKAGIT COUNTY, WASHINGTON INCORPORATED 1902

PARKS and RECREATION DEPARTMENT

SENIOR CENTER RENTAL GUIDELINES

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BURLINGTON SENIOR CENTER RENTAL GUIDELINES

Thank you for your interest in the Burlington Senior Center! The City of Burlington is committed to providing facilities and services in partnership with the community. It is our pleasure to welcome use of the Center by our citizens and local organizations as well as visitors to the city. The City intends the use of its facilities to be available for temporary, periodic use to all persons regardless of age, race, gender or creed. Please be aware that the City reserves the right to update the following Rental Guidelines as needed without prior notice.

LOCATION



Burlington Senior Center is situated in Maiben Park at the corner of Greenleaf Avenue & S. Regent Street.

The Center's street address is:
1011 Greenleaf Avenue
Burlington, WA 98233

RESERVATION ENQUIRIES

Contact staff at Burlington's Parks & Recreation business office for availability and rental information.

Visit: 900 E. Fairhaven Avenue
Burlington, WA 98233

Phone: 360-755-9649
Email: BParks@burlingtonwa.gov

HOURS AVAILABLE FOR RESERVATION

The Senior Center is available for rent:

Monday - Thursday	4:30 PM	until	10:00 PM
Friday	4:30 PM	until	12:00 Midnight
Saturday	8:00 AM	until	12:00 Midnight
Sunday	8:00 AM	until	10:00 PM

Holiday Reservations:

The Center is closed to reservations on the following annual *observed* holidays:

Martin Luther King Day	Independence Day
President's Day	Labor Day
Easter Sunday	Veterans' Day
Memorial Day	Thanksgiving Day & Day After
Juneteenth	Christmas Eve & Day
	New Year's Eve & Day

Senior Services:

The Senior Center is reserved for Skagit County Senior Services 8:00 AM-4:30 PM Monday-Friday; the Center is not available for other reservations during those hours.

RESERVATION PreREQUISITES

- Make your reservations **at least 7-days in advance**. You may confirm your reservations **up to 1-year in advance**.
- You must be at least 21-years of age or older.
- Your rental hours must be consecutive hours.
- Your reservation must be at minimum 2-hour in length with ½-hour increments permitted thereafter.
- Confirmed reservations require a completed Rental Agreement and full payment of applicable rental fees and security deposit. Confirmation is subject to staff availability.
- Be mindful of the time you will need for setting up for your event and the time needed for your cleanup. You will have access to the Center only during the timeframe outlined within your rental agreement. Your confirmed rental hours cannot be renegotiated during your event.

ROOMS & RATES (USD\$)

RENTAL FEES							
RENTAL ROOMS, OCCUPANCY		STANDARD RENTAL FEE		BURLINGTON RESIDENT FEE		NON-PROFIT or GOVERNMENT	SECURITY DEPOSIT
		MON-FRI	SAT/SUN	MON-FRI	SAT/SUN	MON-SUN	
The Center's occupancy is currently limited to a maximum of 100 persons due to a continued staffing shortage.							
Conference Room	20	\$20 /hour	\$30 /hour	\$15 /hour	\$25 /hour	<u>For all rooms:</u> \$15 per hour for groups <100; \$30 per hour for groups ≥100; +\$5 per hour for each additional room thereafter	\$50
Crafts Room	30	\$25 /hour	\$35 /hour	\$20 /hour	\$30 /hour		\$50
Multi-Purpose Room	54 - 100	\$45 /hour	\$55 /hour	\$30 /hour	\$40 /hour		\$200
Community Hall Room & Warming Kitchen	120 - 150	\$55 /hour	\$65 /hour	\$40 /hour	\$50 /hour		\$200
Whole Center	224 - 300	\$85 /hour	\$95 /hour	\$70 /hour	\$80 /hour		\$400
When an event's scope dictates, an additional Site Supervisor will be scheduled to arrive 1/2-hour prior to the arrival of Renter's first anticipated guest and to depart after all persons, including Renter & cleanup crew have exited. \$14 per hour.							

Two hour minimum required for reservations; 1/2-hour increments permitted thereafter.

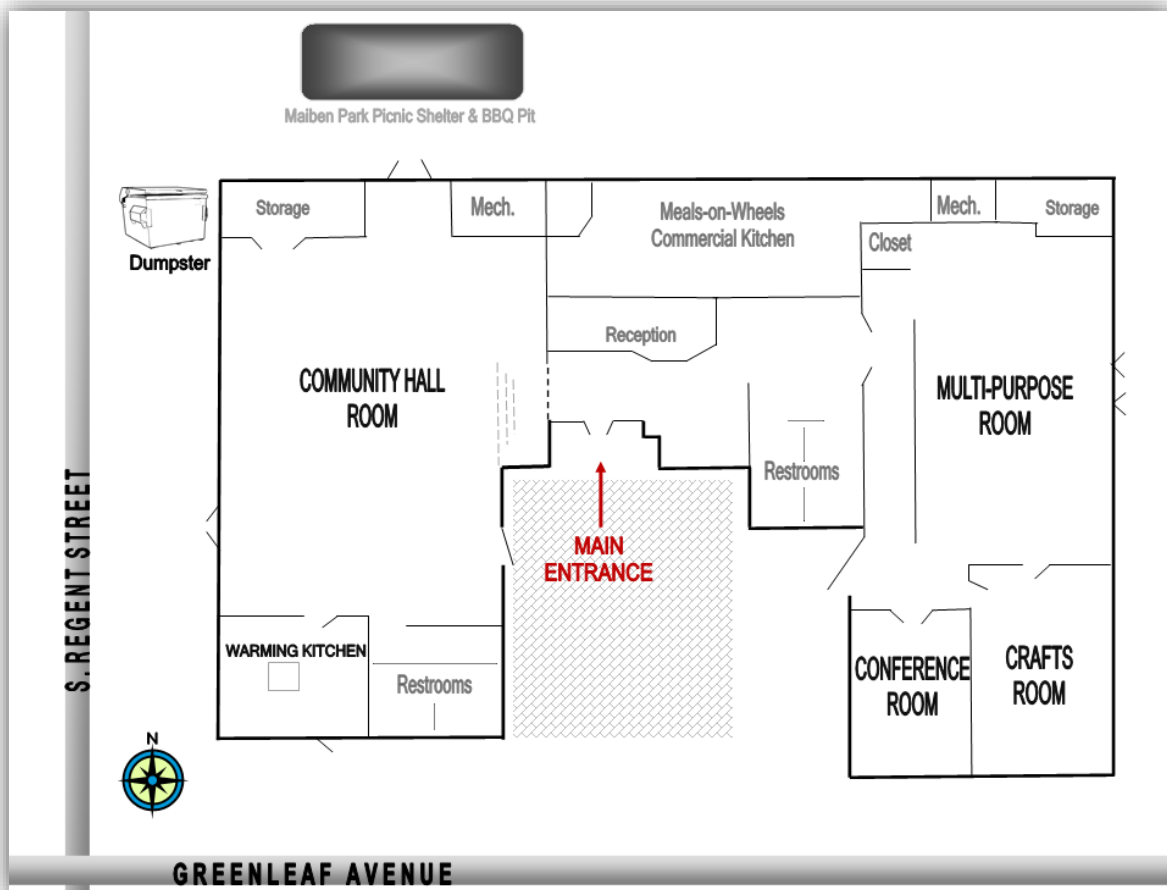
PAYMENT OPTIONS

Full payment is needed along with a completed & signed Rental Agreement before your reservation can be confirmed. You are welcome to make payment using any combination of the following payment forms:

- Cash
- Checks or Money Orders (Payable to Burlington Parks & Recreation)
- Credit or Debit Cards (Visa, MasterCard and Discover cards)

FLOOR PLAN

BURLINGTON SENIOR CENTER
1011 Greenleaf Avenue
Burlington, WA 98233



OCCUPANCY & SEATING

Community Hall Room

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

Multi-Purpose Room

Max Occupancy: 100
Available Tables: (8) 5' Round
Available Chairs: 70

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

**The Center's
occupancy is currently
limited to a maximum
of 100 persons due to
a continued staffing
shortage.**

SECURITY DEPOSIT REFUNDS

Your security deposit is refundable when you have met all of the following expectations:

- There has been no destruction of the Senior Center or its property;
- All terms of your rental agreement have been complied with;
- Your reserved arrival & departure times have been adhered to;
- Guidelines for Setup & Cleanup have been meticulously followed and performed thoroughly;
- Instructions given by Site Supervisors have been obeyed;
- City staff and other guests of the Center have been treated respectfully.

Your full security deposit will be forfeit in its entirety when one or more of the expectations listed above have not been met.

With all of the above expectations met, your security deposit refund will automatically be processed for refund shortly after your rental concludes.

Please allow up to 4 weeks for processing of refund.

Refunds are issued to the recipient indicated on your Rental Agreement. Security deposits paid by credit/debit card will be refunded to the card if the card remains valid. Otherwise, deposits will be refunded by check. Deposits paid by cash or check will be refunded by check. Refund checks will be mailed to the recipient indicated on your Rental Agreement.

CANCELLATIONS & DATE CHANGES

Requests for cancellation or date changes must be made in writing to Parks & Recreation staff. You should not consider a cancellation or date change confirmed until staff has acknowledged your written request.

Cancellations made by City Staff:

You will receive a full refund if it becomes necessary for City staff to cancel your confirmed reservation for safety or unavoidable reasons.

Grace Period:

Realizing life is occasionally unpredictable, you will have 2 full business days from the date of confirmation to cancel your reservation and receive full refund. The cancellation notice must be received by City staff with at least 14-days advance notice from your reservation date.

Date Changes:

With 14-days or more notice, 100% of your paid fees transfer to a new date one time only. Date changes made after the first are treated as a cancellation. Additional fees resulting from the change, if applicable, will be due upon confirmation of the change. Credits resulting from the change are not refundable. Changes made *within* 14-days are treated as a cancellation.

Cancellations made with at least 14-days advance notice:

You will forfeit 100% of your Rental Fee; your Security Deposit will be refunded in full.

Cancellations made with 13-days or less notice:

You will forfeit 100% of your Rental Fee and 50% of your Security Deposit.

No-Shows:

You will forfeit full Security Deposit + 100% of your Rental Fee.

Non-Profit/Governmental Organizations:

Please refer to page-12 for detail, "Guidelines for Non-Profits and Government Organizations".

AMPLIFIED MUSIC & SOUND

Amplified music & sound at your event must be approved by the City in advance and approval must be indicated on your confirmed Rental Agreement. Amplified music may be played between the following hours only:

Monday -Thursday	4:30 PM	until	9:00 PM
Friday	4:30 PM	until	11:00 PM
Saturday	10:00 AM	until	11:00 PM
Sunday	10:00 AM	until	9:00 PM

- Amplified music or sound must remain at a level that will not adversely affect neighboring residents. The Site Supervisor on staff during your event will be available to help you determine an acceptable noise level which will comply with the City’s Noise Ordinance.
- Please be aware that if you choose to leave windows and doors open during your event, the sound level of the amplified music or sound will need to be decreased.
- DJs or bands hired for an event should be forewarned that **smoke and dry-ice machines are not permitted**.

ALCOHOLIC BEVERAGES & CANNABIS/MARIJUANA

Alcoholic beverages and Cannabis/marijuana are not currently permitted in any form at the Burlington Senior Center or in city parks.

LIABILITY INSURANCE DOCUMENTATION

When your event includes certain features, the City will require that you provide insurance documentation at least 30-days prior to your event which names the City as an “**Additional Insured**”.

Events that require insurance include, but are not limited to:

- Events open to the public without RSVP or pre-registration requirements
- Events considered high-risk

The liability insurance coverage protects both you and the City against potential claims resulting from your event.

Where can you purchase liability insurance? You may purchase coverage from any insurer of your choosing, but the coverage the insurer provides must meet the City’s minimum requirements. “TULIP” (Tenant User Liability Insurance Program) is a program that offers comparatively low-cost liability insurance to event hosts. TULIP coverage meets the City’s minimum requirements. GatherGuard is one company that provides TULIP coverage. If interested in learning more about the program or obtaining a quote, you will find more information at <https://gatherguard.com/> or (844) 747-6240.

MINIMUM REQUIREMENTS for INSURANCE DOCUMENTATION

- The documentation must be listed in the name of the “Renter”.
- Your documentation must include both a ***Certificate of Liability Insurance*** and the policy’s ***Endorsement page***:

1. CERTIFICATE OF LIABILITY INSURANCE

- The Renter must be named as the “Insured”.
- The “Certificate Holder” must be listed as: City of Burlington
833 S. Spruce Street
Burlington, WA 98233
- Minimum Thresholds of Coverage: \$1,000,000 per occurrence
\$2,000,000 General Aggregate

2. ENDORSEMENT PAGE

- Your insurer must provide an Endorsement using ISO Form CG 20 26 or coverage at least as broad in addition to the Certificate of Insurance.
- The Endorsement must list as the Additional Insured: City of Burlington
833 S. Spruce Street
Burlington, WA 98233
- The insured’s policy number must be referenced on the Endorsement.

Why is an Endorsement required in addition to the Certificate? A certificate is issued by insurers with a brief outline of coverage as a matter of information only. A certificate confers no legal rights to the City. The Endorsement is a legally binding document which confirms that the City has been named as an Additional Insured during your event.

- Insurers may email the documentation to BParks@burlingtonwa.gov
- Questions can be directed to (360) 755-9649 or to BParks@burlingtonwa.gov

GUIDELINES for NON-PROFIT & GOVERNMENT ORGANIZATIONS

The standard rental fee may be replaced with a reduced hourly fee for community-based non-profit and government 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 & Recreation Department in advance to reserve a facility. Confirmed reservations require a completed Rental Agreement along with payment of the applicable hourly rental fee and security deposit.
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 age, gender, race or religion.
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 & Recreation Director.
4. The reduced hourly rate is not available to organizations hosting fundraising events.
5. Use by organizations will be limited to a maximum of 8 hours per month unless prior permission has been given by the Parks & Recreation Director.
6. 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.
7. Security deposits from organizations using the facilities on a continual basis will be held in the City's account for the length of the agreement. Full refund of the security deposit will be issued by the City after conclusion of the agreement when an organization has abided all conditions of use.
8. Cancellations and Changes:
 - Date changes must be confirmed with Parks & Recreation at least 1-business day in advance of the original date. Changes are subject to facility and staff availability, and payment of any additional rental fees that may be applicable.
 - Cancellations of confirmed reservations received at least 1-business day in advance reservation date will result in loss of rental fees. Security deposit will remain refundable.
 - Organization's security deposit will be forfeit when terms of the rental agreement are violated.
 - No-Shows will forfeit the organization's security deposit *and* rental fees.
9. The City reserves the right to reschedule an organization's confirmed reservations in the event that the facility is needed to accommodate a City supported activity. Every effort will be made to relocate the Non-Profit/Government organization for the scheduled date. A minimum of one week notice will be given.
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

Erecting inflatables such as bouncy houses and other amusement style rides are not allowed in the City's parks or its facilities except for events sponsored or co-sponsored by the City of Burlington.

INAPPROPRIATE FACILITY USE

The City anticipates that Renters using the Center will act respectfully during their use of it. Unlawful behavior or mischievous acts while using the Center 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 the City's facilities for your future rentals. The City will hold Renters responsible for the cost of repairs or replacement.

SITE SUPERVISOR

A Site Supervisor (City staff) will be on duty throughout your rental. The supervisor will have the Center open and ready for your arrival and will secure it after your departure. The supervisor will take a moment upon your arrival to reconfirm the rental terms of your agreement, and will be available to offer direction throughout your event.

When the size or scope of your event dictates, an additional Site Supervisor will be scheduled to arrive ½-hour prior to the arrival of your first anticipated guest and to depart once you and all persons affiliated with your event have departed.

CHECK-IN & CHECK-OUT ON RENTAL DAY

Sign-in with the Site Supervisor upon your arrival at the Center, and be sure to sign-out before you depart.

1. Upon your arrival, the Site Supervisor will conduct a brief walk-thru with you or the person from your rental party that you have designated in your Rental Agreement as a point of contact. The supervisor is available to answer any questions you may have and to record any items of concern noted during the walk-thru.
2. We suggest that you arrive up to 15-minutes prior to the start of your rental time so as not to encroach on your time needed for setup. Any guests or setup crew that arrive with you will be asked to remain outside the facility until the walk-thru has been completed.
3. You may opt to designate another contact person for the Site Supervisor, but your designee must be named on your Rental Agreement as the party acting on your behalf. Please be aware that you as the Renter will still be the person responsible for your event's compliance with all rental rules & guidelines.
4. Be sure to sign-out with the Site Supervisor when you are ready to exit after your rental has concluded. Please be aware that you will forfeit your security deposit if you stay past the rental hours outlined within your rental agreement.

WiFi ACCESS

Free WiFi is available at the Center. As your device's Bluetooth searches for available networks, the City's will be listed among those discovered and will begin with COB. After selecting the network, users of the free service will be required to agree to terms & conditions before being connected. The service is available for up to 4-hours. If more time is needed, users must re-login.

SETUP DO'S & DON'TS – BE SURE TO READ THOROUGHLY

1. Setup & Access.

- The Center's reception area is not to be rearranged or incorporated into your reserved space.
- Limit the activities of you and your guests to your reserved space.
- If alcoholic beverages have been approved for your event, the beverages must be consumed **INSIDE** the Senior Center. **No Exceptions.**
- Ensure that entrances/exits to your reserved space are not blocked by tables, chairs, or other items setup for your event.
- **DO NOT move tables, chairs or other furnishings from the rooms they are located in.** Amenities located in areas other than your reserved space are not to be relocated for your event.
- The Hot/Cold Server Buffets located in the Multi-Purpose Room are not available for use. They are the property of Skagit County Meals on Wheels and available only for their exclusive use.

2. Conduct.

- Please be respectful of the Center's contents. They serve Skagit County Senior Services' on-going programs and are not available for your use.
- Smoking/vaping is not allowed within the Center, but is permitted outside when at least 25' from entrances/exits, windows and ventilation intakes. (Washington State RCW 70.160.075)
- Be mindful of the noise created by your event so as not to negatively impact other persons within or outside of the facility.

3. Limitations.

- Open flames are strictly forbidden inside the Center. 'Flameless' candles may be used as an option to the traditional open flame style. Sterno-style metal boxes for the purpose of heating chafing dishes may be used. The sterno-style boxes must not be homemade.
- If you have reserved the Community Hall Room, its fireplace is available for your use. The Site Supervisor on staff for your event will light it for you when requested.
- Because the Center's smoke alarm system is extremely sensitive, dry-ice fueled or any type of smoke generating device is not allowed. Be sure entertainers hired for your event are aware of this stipulation.
- Bona fide service dogs are allowed inside the Center; all other pets are forbidden.
- **The Center is not air-conditioned.** Consider supplementing with fans from home on warm weather days.

4. Decorations & Supplies.

- Do not hang supplies or decorations from the ceiling.
- Use only paint-safe adhesive for the hanging of decorations and supplies. Do not use glue, tape, tacks, staples or any type of fastener that may leave damage.
- Use of sparklers, rice, birdseed, glitter, confetti, silly string, inflatables (i.e. bouncy houses) is not allowed inside the facility or on its premises. Bubbles are allowed outside only.

5. Supplies to bring with you, if needed:

- | | |
|-------------------------------------|-------------------------------|
| ○ Coffee Maker/Urn | ○ Napkins |
| ○ Drink Pitchers | ○ Small Garbage Bins & Liners |
| ○ Table Linens | ○ Dish Towels/Cloths |
| ○ Pots/Pans for Food Prep & Serving | ○ Take-away Food Containers |
| ○ Cooking/Serving Utensils | ○ Plastic Bags/Foil/Wrap |
| ○ Plates, Flatware, Knives; | ○ Dish Soap, Oven Cleaner |
| ○ Cups for Hot & Cold Beverages | ○ Dish Pan for Dirty Dishes |

6. Kitchen Equipment Available to Community Hall Room Renters:

- | | | |
|----------------------|-------------------------|----------------------------|
| (2) Stoves/Ovens | (2) Microwaves | (2) 33-gallon Garbage Bins |
| (3) Deep Sinks | (1) Handwash Sink | |
| Refrigerator/Freezer | Plenty of Counter Space | |

FACILITY CLEANUP – BE SURE TO READ THOROUGHLY

You are responsible for ensuring all cleanup duties have been completed in **ALL AREAS** of the facility used by you & your guests before your departure. Please be sure to review this checklist prior to your rental day in order to be prepared for the tasks and to coordinate your cleanup crew.

Carefully follow the **Cleanup Checklist** found below. **Be mindful that performing cleanup thoroughly is necessary for the refund of your security deposit.**

Cleanup Checklist

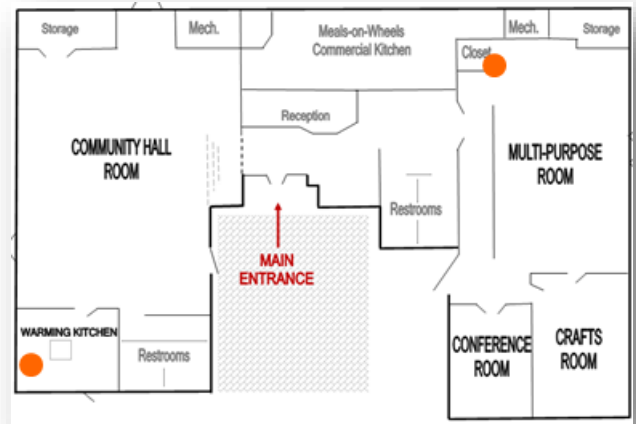
1. CLEANING SUPPLIES PROVIDED FOR YOUR USE:

- 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 Senior 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

- ALL decorations and supplies brought in for your event must be removed before your exit. This includes flowers, food or other items you feel the Center's staff may find useful if left behind.
- Be sure your cleanup crew does not inadvertently pack up items belonging to the Center.

3. TABLES, CHAIRS, HARD-SURFACES

- Thoroughly wipe down all tables, chairs & any other hard-surfaces used.
- Fold tables, stack padded chairs (no more than 8 high) 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 all bathrooms used during event (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 Senior 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 TURNED OFF

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