

**ANACORTES SENIOR ACTIVITY CENTER  
RENTAL INFORMATION AND POLICIES**

**Physical Address:** 1701 22nd Street Anacortes, WA 98221 (360) 293-7473

***Mail Rental Payments & Application to:*** City of Anacortes, P.O. Box 547, Anacortes, WA 98221 360-293-1918

The Anacortes Senior Activity Center is primarily a Senior Center facility and will be used as a community center, available to local and area residents, organizations and groups as outlined in the information and policies below.

**AVAILABILITY**

The Anacortes Senior Activity Center serves as a Senior services facility Monday through Friday from 8:00 am to 4:00 pm. Rental by outside groups, organizations or individuals will not be available during these times.

The Center is generally available for rental Monday through Thursday evenings from 5:00 pm to 10:00 pm, Fridays from 5:00 pm to 11:00 pm, and Saturdays from 8:00 am to 11:00 pm. and Sundays from 2:00 pm to 10:00 pm.

The Center is generally not available for rental on the following City holidays: Easter, Labor Day, Memorial Day, Fourth of July, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day.

Rentals will be for a minimum of four hours on weekends (Fridays, Saturdays and Sundays).

**APPLICATION PROCEDURE**

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets - 293-1918. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group, and will sign both the request for use and the clean up agreement. The person signing these forms is the responsible party and is assuming responsibility for the clean up and any damage, loss, or disturbances during the rental period.

**FEES, DEPOSITS, REFUNDS**

All fees at Anacortes Senior Activity Center shall be adjusted each year based on the Consumer Price Index – West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor – Bureau of Labor Statistics. They will be adjusted on March 1<sup>st</sup> of each year based on the previous year-end calculated as follows (with figures being rounded to the nearest whole dollar amount):

$$\frac{\text{Pre- adjustment price}}{1} \quad \times \quad \frac{\text{C.P.I. for adjustment year}}{\text{C.P.I for 2003 (188.6)}} \quad = \quad \text{Adjusted Price}$$

Rental fees and deposits must be paid NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT, by Cashier's Check, Money Order, Cash, or Personal Check, or the event will be cancelled. *Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (293-1918)*

<b>FEE SCHEDULE &amp; DEPOSITS</b>				
<b>ROOM</b>		<b>RATE</b>	<b>CAPACITY</b>	<b>DEPOSIT</b>
	Great Room	\$39.00/hr	300	\$100.00
	Kitchenette	\$26.00/hr	40-50	\$100.00
	Great Room & Kitchenette Combined	\$53.00/hr	350	\$100.00
	Art Room	\$19.00/hr	30	\$100.00
	Library	\$13.00/hr	10	\$100.00

Deposits are refundable within 10 working days after the event provided the following conditions have been met.

- a. There has been no damage to the building or property
- b. The facility has been cleaned and returned to its original state.
- c. The user has complied with all rules and terms of this agreement.
- d. No City ordinances have been violated.

In the event damage has occurred and some portion of the deposit must be surrendered, the balance of the deposit, if any, will be returned within 30 days of the event. In the event damage has occurred that exceeds deposit amount, the City will pursue reimbursement for actual costs of repair of damage.

501(c)3 organizations with appropriate documentation will receive a rental reduction of 25%.

Refunds given only if cancellation is made two working days in advance of event.

### **MUSIC**

Live or amplified music is only permitted Friday or Saturday nights until 9:00 pm. When music is played windows and doors will remain closed. After these times, all live or amplified music shall cease. The Anacortes Senior Activity Center is in a residential neighborhood and those using the facility owe consideration to the neighbors.

If the Police Department receives complaints about noise from the music, or general rowdiness in or around the community center, they may exercise their professional judgment and either give the event sponsor a warning or may have the music turned off and may also request the event sponsor to end the event and vacate the premises prior to the regular closing time. There will be no refunds if the event is ended in this manner.

### **OTHER**

Use of Candles or any other type of open flame is not allowed.

No glue, tape, tacks, nails, screws or pins may be used to hang decorations. Do not hang heavy objects or decorations from the ceiling.

The equipment (chairs, tables, etc) that is available to the public for use will be listed on a separate attachment that will be updated frequently as the building is furnished.

### **FACILITY MONITOR**

A facility monitor will arrive and welcome you at your scheduled start time and will be in the building during your rental time. The facility monitor will open, orient groups as to use and close the building. This staff person is available to answer your questions about the building, and will help you locate any needed items. The Facility Monitor handout is attached.

If the monitor has not arrived to open the building please call the telephone numbers listed below in the call out list in the order listed. If no one is available, then call the Anacortes Police Department at 293-4684.

The person designated to be in charge of cleanup should check in with the facility monitor upon arrival. At the end of your event, prior to leaving the facility at the agreed upon time, that designated person and the monitor will complete a Rental Clean Up Check List for the areas used. That person will also stay and accompany the monitor during locking of doors at the Center. The return of the damage deposit is dependent upon the condition in which your group leaves the facility.

**SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.  
ALCOHOL IS PROHIBITED IN THE BUILDING AND ON THE GROUNDS OF THE  
ANACORTES SENIOR ACTIVITY CENTER**

**FACILITY MONITOR INFORMATION**

The weekend facility monitor of the Anacortes Senior Activity Center is on hand for the following:

1. Unlock the building and welcome you at the scheduled time.
2. Activate and deactivate the alarm system.
3. Offer the answers to questions such as where things are or how things work.
4. Monitor the noise level so that it does not become excessive. (Please remember that this is a residential neighborhood.)
5. Insure that the event ends promptly as scheduled and the building is cleaned, locked and secured by the agreed-upon time.
6. Monitor security of the building and rental activity.
7. Provide general custodial supervision by completing and signing the clean up check list with the group's responsible person.

The Facility Monitor is not able to:

1. Act as guardian or security for wedding gifts or any other valuables.
2. Act as custodian for set up or clean up.
3. Direct traffic.
4. Move tables, chairs or other equipment.
5. Allow use of unscheduled equipment or areas of the facility.

Call out list.

Monitor Coordinator - Donald Slack	360-293-6525
Gary Robinson	360-293-7300 (h) 360-661-3601 (c) 360-941-3499 (c)
Mac Jackson	360-720-1975
Valora Sandstrom	360-708-9041
Anacortes Police Dept.	360-293-4684

**ANACORTES SENIOR ACTIVITY CENTER**

**RENTAL CLEAN-UP CHECKLIST**

It is the responsibility of the renter, or their designated responsible party, to see that the facility is left in the same condition as it was received prior to their event. The following items must be checked off upon completion of a renter's event. The Checklist shall be signed by the renter and/or the responsible party, and the facility monitor on duty. Any areas not cleaned appropriately may result in all or part of the Damage Deposit being withheld. The City of Anacortes encourages you to recycle. Bins for glass and aluminum and paper are provided.

**GENERAL CLEANLINESS: Including foyer, bathrooms and grounds**

- All flowers, decorations, and balloons removed
- All equipment, dishes, linens and rental equipment brought in by the renter removed
- Hard floors swept and free of spills, carpet vacuumed
- All trash containers emptied and relined
- Chairs and tables put back in original location

**KITCHENETTE**

- Sink, stoves, ovens, microwaves, stove top cleaned
- Counters wiped down
- Refrigerator emptied of food and beverages, cleaned
- All equipment turned off
- Floor swept and spills mopped
- All items brought in by renter or caterer removed (utensils, bowls, etc.)

**OTHER**

- Renter/Designated Person accompanied Facility Monitor during building lock-up.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Renter/Responsible Party

Comments \_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Facility Monitor

Comments \_\_\_\_\_  
\_\_\_\_\_

Did group check out at the agreed upon time? \_\_\_\_\_ ACTUAL CHECKOUT TIME \_\_\_\_\_

Was any non-reserved equipment or spaced used by the rental group? \_\_\_\_\_

List: \_\_\_\_\_  
\_\_\_\_\_

**ANACORTES SENIOR ACTIVITY CENTER**

**RENTAL CLEANUP AGREEMENT**

Rental Date: \_\_\_\_\_  
                    Day of Week                      Month                      Day                      Year

Rental Hours (Include set up and clean up time): \_\_\_\_\_ to \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Responsible party/contact person: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

**RENTER RESPONSIBILITIES:**

**GENERAL CLEANLINESS:** Including foyer, bathrooms and grounds

1. Stack chairs and return to storage areas.
2. Fold banquet tables and return to storage areas.
3. Remove all food, dishes, cups, beverages, table cloths, etc., from the table tops and clean.
4. In the kitchenette, remove all food, dishes, etc., brought in for the event. Place all garbage in the dumpster outside of the building, and reline cans. Clean all counter tops, sinks, and stove top as well as grill and ovens if used. Clean any spills on hard floors, sweep and vacuum carpets.
5. Remove all decorations and items brought in the building such as balloons, table decorations, fountains, and ice sculptures.

**KITCHENETTE**

1. Sink, stoves, ovens, microwaves, stove top cleaned
3. Counters wiped down
4. Refrigerator emptied of food and beverages, cleaned
5. All equipment turned off
6. Floor swept and spills mopped
7. All items brought in by renter or caterer removed (utensils, bowls, etc.)

**OTHER**

1. Accompany Facility Monitor during building lock-up.

The undersigned agrees to the above conditions of cleanup.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

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NAME/or/ORGANIZATION \_\_\_\_\_ 501(c)3#: \_\_\_\_\_

Requested Date(s) \_\_\_\_\_  
 Day of Week \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Rental Hours (Include set up and clean up time): From \_\_\_\_\_ to \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**ROOM REQUESTED:**  
 Great Room  Kitchenette   
 Craft Room  Library

FEE SCHEDULE & DEPOSITS				
ROOM	RATE	CAPACITY	DEPOSIT	
Great Room	\$39.00/hr	300	\$100.00	
Kitchenette	\$26.00/hr	40-50	\$100.00	
Great Room & Kitchenette Combined	\$53.00/hr	350	\$100.00	
Art Room	\$19.00/hr	30	\$100.00	
Library	\$13.00/hr	10	\$100.00	

**SMOKING IS PROHIBITED IN THE BUILDING UNDER WASHINGTON STATE LAW DSHS 24-42.**

**ALCOHOL IS PROHIBITED IN THE BUILDING AND ON THE GROUNDS**

I am the authorized person in charge of the above activity and information given in this agreement is correct. I further agree as the representative to be bound by the regulations, policies and fee schedules as described in the Anacortes Senior Activity Center Information and Policies form. It is further agreed that the permittee shall be solely responsible for and hold harmless the City of Anacortes, Skagit County, Skagit County Senior Services, Anacortes Senior Activity Center Coordinating Committee and/or their agents from any and all claims or liability for damages or loss of property that may result from any act or omission on the part of the permittee or its agents while using the Anacortes Senior Activity Center.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

\*\*\*\*\*  
**FOR DEPARTMENT USE ONLY**  
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Application Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ 501(c) 3: Yes \_\_\_\_\_ No \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

Forms Given to Renter:

<input type="checkbox"/> Facility Monitor Handout	<input type="checkbox"/> Rental Clean-up Checklist	<input type="checkbox"/> Rental Clean-up Agreement
<input type="checkbox"/> Parking Agreement	<input type="checkbox"/> Rental Information & Policies	<input type="checkbox"/> Long Term Users Agreement

Rental Fee:	Amount:
_____ hrs. @ _____ \$/hr.	
_____ hrs. @ _____ \$/hr.	
Damage Deposit	
TOTAL DUE	
REFUND \$	by: _____

Comments: \_\_\_\_\_

**TRAN 1394**

Eff. 3/2017